

Section 1: Manor Community Branch Library Building Program

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Section 2: Overview and Introduction

A. Project Introduction

The City of San Leandro and San Leandro Library will build four new branch library facilities in the City; three branches currently in operation will be upgraded and expanded, and one new facility will be added in the implementation of its *Branch Libraries Master Plan*. As described below, the master planning process was used to determine how to best serve the needs of the city's residents. Through an extensive process of public input, cooperative planning, and data analysis, described in detail in the *A San Leandro Branch Facility Master Plan* and the *San Leandro Public Library – Manor Community Branch Library Needs Assessment*, recommendations for providing library services to the branches was determined. These branch facilities will be heavily oriented towards service of neighborhood residents and surrounding schools in order to serve the community to its fullest. These libraries will serve all neighborhood needs, and will focus on serving patrons with limited mobility, such as students and seniors, as both a neighborhood branch and as a conduit for distributing services and materials from the Main Library. These libraries will also continue to provide a greater level of personal service to patrons than possible at the Main Library due to the smaller service area.

The Manor Community Branch Library is the first of these branch facilities to be upgraded due to its current opportunities as well as its sizable need. The Manor Branch is to be a 9,500 square foot branch library in San Leandro, California, which will serve approximately 28,000 residents by 2020. The Manor Branch will be the first branch project to be built in the implementation of this plan. The Manor Branch is currently housed in a 2,000 square foot converted house; the new facility will be located on an adjacent lot and will be new construction.

Construction for the new library will be phased, and the current facility will remain open until the new facility is completed. The Library will then move to the new building, and the existing facility will be demolished and the parking required by the Library will then be constructed in its place. Design should be completed by April of 2003, with the project going to bid later that month and construction commencing in July of 2003. Construction of the new building and move-in should be completed in May of 2004. Demolition of the old building and construction of the parking lot should be done concurrent to final program compliance reviews so that all construction is completed and the parking lot is ready when the facility opens in July 2004. This procedure will minimize both the time the library needs to be closed and disturbance to patrons using the branch.

B. Building Program

The library building program describes the space and design requirements for the Manor Branch. These requirements were determined with the input from the San Leandro community as well as through strategic planning during the Master Planning process undertaken in 2001 and planned through the year 2020. The Building Program is to be used as a guide to the Library Building Project Team throughout the design process, both for the architect, as a guide with which to design the building, and for the Library and Engineering, as a guide for evaluating the design at each stage of the process.

The elements of the program correlate directly to the needs assessments done in both the *San Leandro Branch Facility Master Plan* and the *San Leandro Public Library – Manor Community Branch Library Needs Assessment*. The master planning process examined demographics and public input gathered in a variety of ways to determine the specific needs of all San Leandro Branch Libraries needs; this input was combined with current library service level guidelines to arrive at a customized service recommendation for these branch facilities. These

recommendations are incorporated directly into this building program, with additional needs from the cooperative agreements between the Library and the San Lorenzo and San Leandro Unified School Districts also incorporated into this document.

C. Library Building Project Team

The Library Building Project Team is composed of the San Leandro Library, San Leandro Engineering Department, the Library Programmer (Kathryn Page Associates), and the Architect (Group 4 Architecture, Research + Planning, Inc.). All four of these members were heavily involved in the San Leandro Branch Library Master Plan study that was completed in 2001. The Programmer lead in the needs analysis and designing the Branch Library System's Service Level Guidelines (for collection, seating, etc.).

During the design of the Manor Branch, the Library, Engineering, and Architect will work as the main project team, with the Library and Engineering reviewing the Architect's designs. Using the Building Program, the Library will take the lead on functional issues and operational issues of the design, while the Engineering staff will take the lead in reviewing facilities issues with the design. The Library Programmer will serve an advisory role to both the Architect and the Library/Engineering in assistance as needed.

Section 3: General Building Requirement Narrative

a. Occupancy by staff and patrons

The maximum occupancy of the building based on this program is 235 people--218 public and 17 staff members. All areas of the library should be accessible to the staff and easily surveyed. The public should have access to all areas except the staff work area, and building support spaces such as electrical and janitorial closets. The program room and public restrooms should be able to be secured separately from the library for use after normal library hours for scheduled events and programs.

b. Type and size of collections

The material collection is focused on meeting the daily needs of the Manor community. It has been developed with the primary users of the branch in mind. Based on the understanding of the community developed in the Needs Assessment for the library the collection has special emphasis on the needs of young children, school aged children, school curriculum support, seniors and families.

	Adult	Young Adult	Children	Total
Total Book & Media Collection:				30,000
Media				3,000
Books				27,000
Books	11,000	1,000	15,000	27,000
	41%	4%	56%	
Media	2,500	na	500	3,000
	83%		17%	
Total	13,500	1,000	15,500	30,000
Books	Adult	Young Adult	Children	Total
Reference	300			300
New/Bestsellers	1000		250	1,250
Fiction & Genre	2,000		2,250	4,250
Nonfiction/Careers/Holidays//Folktales	5,000	500	5,500	11,000
Languages	1,000		500	1,500
Large Print	500			500
Picture Bks/Board Bks + Juvenile Easy's (JE's)			5,000	5,000
Juvenile Easy Readers (JERs)			1,000	1,000
Paperbacks	1,000	500	500	2,000
Parents/Teachers	200			200
Total	11,000	1,000	15,000	27,000
Audiovisual Media				
Video/DVDs	1,000		100	1,100
Music CDs	750		100	850
Audio books/books on CD	750		100	850
AV Kits			100	100
CDRom Software			100	100
Total	2,500	0	500	3,000
Total Books & Media:	13,500	1,000	15,500	30,000

c. Flexibility and expandability

The building should be designed with internal load-bearing columns and minimal interior walls to maximize the plans' flexibility. The open plan should easily accommodate changes in stacks, displays, seating, tables and computer locations. The data and power infrastructure of the building should also meet flexibility goals by integrating a flexible distribution system into the design.

d. Staff efficiency

In order to provide superior services to the community, the building should be designed to maximize staff efficiency. Material flow within the workroom should be a clear and functional path for both materials coming into the workroom from the exterior and interior book drops as well materials going back out to the shelves. Work areas need to be designed with function and ergonomics in mind; for instance, book returns should provide rough sorting of the materials and should allow materials to be directly deposited within the staff work room and easily processed with a direct route for re-shelving. Staff locations on the public floor of the building should be easily accessible to patrons, allow for visual surveillance of the library, and be centrally located in order to minimize travel distance for both staff and patrons.

e. Energy efficiency

The building should be designed with energy efficiency and sustainable design practices in mind. Day lighting concepts, natural cooling, low-e glass, effective building envelop insulation and heat gain strategies should all be incorporated in the design of the branch.

f. Fenestration

The fenestration into the library should be developed for the day lighting concepts and provide a visual connection to the neighborhood. Public areas, such as reading and browsing spaces, group study areas, and seating should have access to natural lighting and outdoor, landscaped views. Other areas such as the adult and children's circulating books and computer areas should have access to non-glaring natural lighting. The staff work area should have natural lighting and views to staff at the circulation desk.

Another goal of the fenestration of the building is to allow the community from the outside to see in to the building. The activities and resources on the inside of the building should be made visually available to the community to provide a civic presence and to announce the services and resources available within.

g. Space finishes

Space finishes throughout the library should be attractive, high-quality (commercial grade), highly-durable, and easily maintainable. Graffiti-, stain-, and mark-resistant materials should be used wherever possible. Smooth, water-resistant materials and finishes are recommended throughout the building.

Where possible, and especially within the children's area, corners should be rounded for safety. Transition in floor materials should be smooth for ease of movement by patrons and staff with book trucks except as required by ADA to be textured.

Finishes should be attractive and help to reduce clutter throughout the library; they should also allow for the incorporation of merchandising and display wherever possible.

Due to high use of all spaces, wainscoting, kick plates, corner guards, and other protective elements should be used throughout the library, and high-maintenance or fragile materials should be avoided.

h. Access for the disabled

The Manor Branch is required to meet or exceed the guidelines established by the Americans with Disabilities Act (ADA) and the California Building Code Title 24. Accessibility should not be an applied approach. The concepts of accessibility should be integrated into the design of the building. An accessible building not only meets the needs of the disabled user but also is better able to serve the needs of a diverse community that is composed of users of varying abilities from the very young to the old.

i. Acoustics

Acoustical consideration between the different parts of the library is essential to maintain appropriate noise levels. In meeting the plan flexibility goals in smaller libraries with open floor plans, additional attention needs to be given to developing acoustical strategies that mitigate the noise of the various uses. Children, youth and adults should be able to simultaneously use the facilities without disturbing one another. All available architecture and design techniques should be applied to accomplish this. It is recommended that the project architect work with the design team to retain an acoustical engineer.

j. Environmental conditions (HVAC)

The heating and cooling system for the facility should be designed to meet the needs of the library users while also meeting energy efficient goals. If possible natural ventilation should be provided in the building to maximize user comfort. The large program room will need to adequately provide for both large and small gatherings.

k. Illumination

Both natural and artificial lighting strategies should be used in the building. The specific nature of a library requires effective lighting for the books and the technology. Indirect lighting is preferred for the lighting approach with a design, which allows for the flexibility of relocation of stacks, furniture and computers. Special consideration needs to be given to the south light in order to control it for glare and heat gain.

Lighting levels in each of the program spaces will use Illuminating Engineering Society (IES) guidelines as a basis for design. To meet the IES guidelines within the energy budgets established by Title 24, the latest technology in fluorescent lighting, the second generation of T-8 lamps, may need to be used. Another approach to meet both Title 24 and the IES guidelines is to employ the performance approach of the Title 24 analysis. Using this method instead of the prescriptive method allows energy savings gained in other building systems, such as HVAC, to be applied to building lighting.

l. Power and data communication requirements

Sufficient power and data communication is essential in a modern library, and an additional benefit is the integration of a flexible distribution system which can be accomplished with either floor ducting or raised access floor. Current technology allows for laptop computers to be completely wireless for both data and power, but having a well-designed infrastructure which allows for growth and change in the library is essential.

m. Security systems

There needs to be theft security gates established at the main entrance and exit. Also, staff must have visibility from the circulation desk and/or the customer assistance desk to the different sections of the library. Staff needs to be able to move quickly from the circulation desk to the security gates and the staff work area.

Public service areas should be well lit. Public rooms, such as the group study rooms, need to have large, unobstructed windows for visual public access as well as unobstructed views from the staff service areas.

n. Signs

There needs to be signage on the exterior a prominent location displaying the library name. Other exterior signage should be located in visible locations. Interior signage, as required, should be placed in well lit, visible locations. Signage should be visible from the main lobby and entrance to direct people to where they need to go.

o. Audio-visual systems

The program room and technology training space should be designed as to be able to provide computer screen image projection and cable TV reception. It is also desirable to provide a ceiling mounted projector that has video conferencing and video projection capabilities.

p. Visual supervision

To ensure a safe and secure library for patrons, it is essential that the circulation desk and customer assistance desk be located in very visible and prominent locations. The staff service areas should be able to have visual supervision into all public rooms, seating areas, restrooms, and the children's section. Staff should also have convenient access to the lobby and entrance.

q. Master list of furniture and equipment

All furniture should be accessible and ergonomic, comfortable, highly-durable, and stain-resistant. Furniture should be attractive and help to reduce clutter wherever possible; they should also allow for the incorporation of merchandising and display wherever possible (for instance, shelving should incorporate display on end-panels).

The Master List of Furniture and Equipment is a preliminary listing which will be revised and expanded over the course of both the design and construction phases of the project. For items that include multiple parts, e.g. seating (which includes tables and chairs), square footage has been assigned to one component only and the other components are shown as 0 square feet.

All equipment must conform with California seismic design requirements in construction and installation. For instance, if steel shelving is used it must be welded-frame and internally braced.

Master list of furniture and equipment

<i>Furniture & Equipment</i>	<i>Quantity</i>	<i>SF/ Unit</i>	<i>Total SF</i>
announcement board, for FOL activities, 4'w x 3'h	1 board	0	0 nsf
bar code readers, circ. desk	2 readers		0 nsf
bar code readers, staff work room	3 readers		0 nsf
book truck	12 trucks	8	96 nsf
bulletin board	1 board	n.a.	0 nsf
cabinet, above work counter	2 cabinet	0	0 nsf
cash register	1 machine	n.a.	0 nsf
chair @ 2-pl table, public	12 seats	25	300 nsf
chair, @ 4-pl table, public	36 seats	25	900 nsf
chair, @ 4-pl table, staff	4 seats	25	100 nsf
chair, guest	4 seats	0	0 nsf
chair, lounge	9 seats	35	315 nsf
chair, stacking	80 seats	15	1,200 nsf
chair, staff	12 seats	0	0 nsf
chair, task	22 seats	0	0 nsf
chair, toddler	8 seats	0	0 nsf
circulation desk	2 desk	60	120 nsf
clock	4 clock		0 nsf
coat rack, 5' long	1 coat rack		0 nsf
computer, e-learning laptop	20 computers	0	0 nsf
computer, literacy laptop	6 computers	0	0 nsf
computer, public desktop	14 computers	0	0 nsf
computer, staff desktop	7 computers	0	0 nsf
computers, children's desktop	6 computers	0	0 nsf
copy machine	1 machine	15	15 nsf
counter 6'L	1 counter	0	0 nsf
counter for library card applications	1 counter	12	12 nsf
customer assistance desk	1 desk	60	60 nsf
delivery tote boxes	12 boxes	4	48 nsf
display of Library handouts	1 unit	6	6 nsf
display unit, wall-mounted, with brochure & nsp racks,	1 unit	15	15 nsf
chair, dolly	1 dolly	0	0 nsf
table, dolly	1 dolly	12	12 nsf
equipment racks for mtg room AV	1 racks	10	10 nsf
equipment racks, 7'h x 1.5'w x 2.5'd	2 racks	8	16 nsf
express self-checkout units	2 units	45	90 nsf
fax machine	1 fax	0	0 nsf
first aid kit, restrooms	1 kit	0	0 nsf
floor mats	3 mats	0	0 nsf
free-standing newspaper display rack	1 racks	6	6 nsf

CITY OF SAN LEANDRO

SAN LEANDRO PUBLIC LIBRARY - MANOR COMMUNITY BRANCH LIBRARY

LIBRARY BUILDING PROGRAM - SECTION 20440 (D) (4)

full ht refrigerator	1 refrig.	6	6 nsf
lateral files, under work counter	1 files	0	0 nsf
LCD Projector	1 projector	0	0 nsf
lightweight tables, folding, 5' x 3'	6 tables	0	0 nsf
lockers, half-height @ 5 sf ea stack	8 lockers	2.5	20 nsf
mail & delivery sorting counter, s/s, 6' x 3',	1 counter	18	18 nsf
mailboxes, staff	1 mailboxes	0	0 nsf
materials return slots	2 slots	0	0 nsf
microwave	microwave	0	0 nsf
mirror, restrooms	3 mirrors	0	0 nsf
networked printer	8 prtr	12	96 nsf
paper towel dispenser, restrooms	3 dispensers	0	0 nsf
podium	1 podium	0	0 nsf
projector screen, ceiling or wall mounted, motorized	1 screen	0	0 nsf
recycling containers	3 containers	2	6 nsf
Restroom counter, restrooms	3 counters	0	0 nsf
return bins for exterior return slots	4 bins	12	48 nsf
Screen	1 screen	0	0 nsf
sections full-ht shelving	4 sections	12	48 nsf
shelving for puppets & programming props	2 sections	10	20 nsf
shelving, 45" for easy readers, picture bks	29 sections	12	348 nsf
shelving, 45" slanted for magazines	2 sections	12	24 nsf
shelving, 66"	44 sections	12	530 nsf
shelving, 66" AV browsing, for J music CDs	0 sections	12	5 nsf
shelving, 66" browse bins, for music CDs	2 sections	12	24 nsf
shelving, 66" display, for J new bks	3 sections	12	36 nsf
shelving, 66" w hangup rods for AV kits	1 sections	12	11 nsf
shelving, 66" with 6" deep sh for J videos & DVDs	0 sections	12	4 nsf
shelving, 72"	18 sections	12	216 nsf
shelving, 72" display, for teen pbks	14 sections	12	168 nsf
shelving, 72" slanted, for mag display	5 sections	12	60 nsf
shelving, 84"	44 sections	12	528 nsf
shelving, 84" for programming collection	1 sections	10	10 nsf
shelving, 84", enclosed, for literacy workbooks etc	2 sections	8	16 nsf
sink	sink		0 nsf
sink in staff room	1 sink		0 nsf
sink, restrooms	3 sink		0 nsf
soap dispenser, restrooms	3 dispensers		0 nsf
stall, restrooms, with toilets or urinals	11 stalls		0 nsf
storage cabinet	1 cabinet	20	20 nsf
storage shelves, restroom			0 nsf
stove	1 stove		0 nsf
supply cabinet, 2-door	1 cabinet	20	20 nsf
supply cabinet, 2-door, for lockable storage	1 cabinet	20	20 nsf
tables, 2 person	6 tables	0	0 nsf
tables, 4 person	10 tables	0	0 nsf
telephone handsets	3 handsets		0 nsf

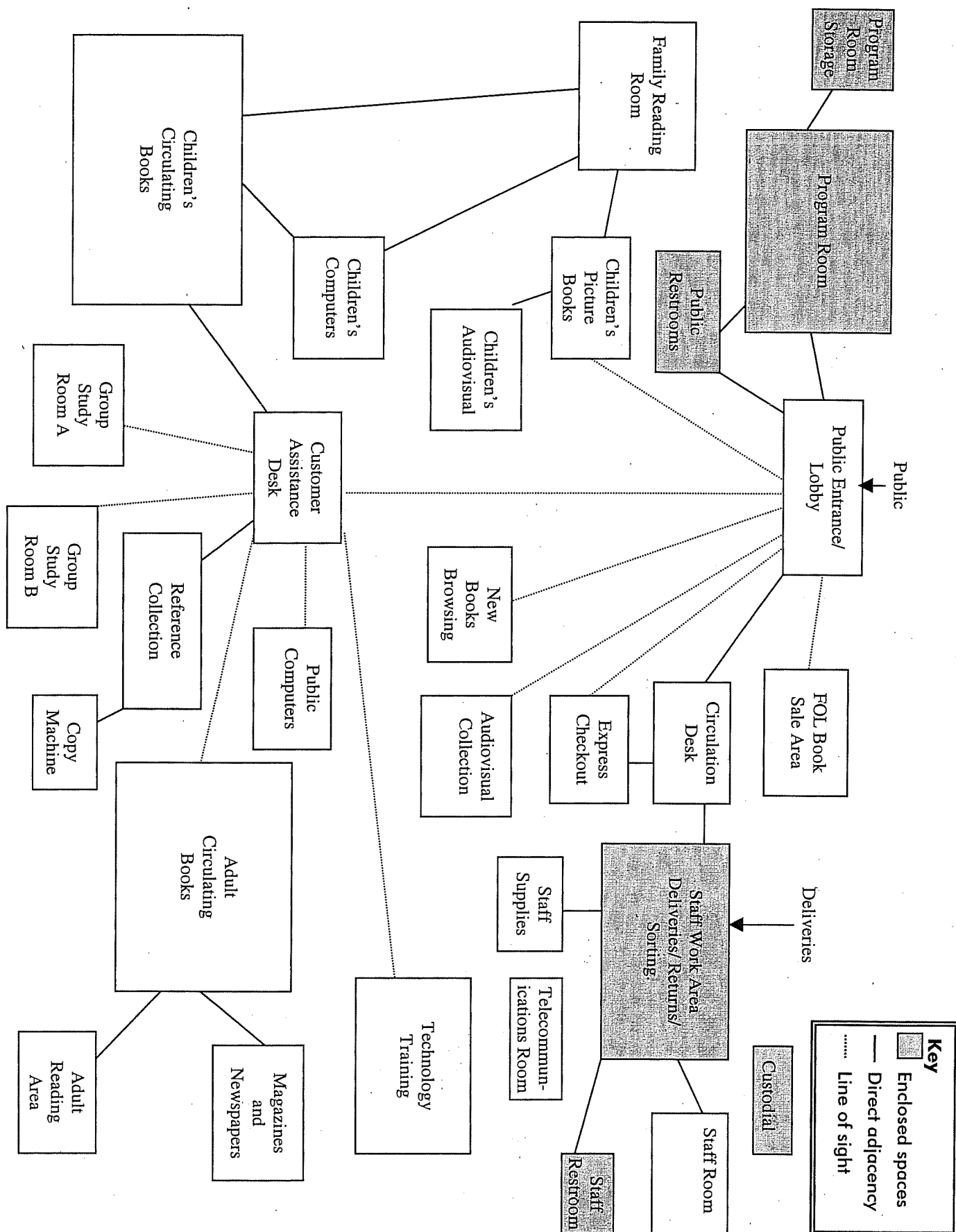
CITY OF SAN LEANDRO

SAN LEANDRO PUBLIC LIBRARY - MANOR COMMUNITY BRANCH LIBRARY

LIBRARY BUILDING PROGRAM - SECTION 20440 (D) (4)

theft security gates	2 pair	24	48 nsf
wall-mounted display boards		0	0 nsf
waste containers	3 containers	2	6 nsf
water fountain, wheelchair accessible	1 fountain		0 nsf
white board	1 boards	0	0 nsf
work counter, 8'x3', below & above	1 files	40	40 nsf
work table for volunteers/staff	1 tables	30	30 nsf
workstations, modular, 7 x 7	2 wkstns	59	118 nsf
workstations, modular, 8 x 8	1 wkstns	77	77 nsf
workstns, family literacy program, computers	6 wkstns	15	90 nsf
workstns, sit-down computers, Adult	10 wkstns	35	350 nsf
workstns, sit-down computers, children	6 wrkstns	35	210 nsf
workstns, staff check-in for processing returned material	1 desk	50	50 nsf
workstns, stand-up computers	4 wkstns	16	64 nsf
			6,686 nsf

Section 4: Spatial Relationships/Adjacency Diagram



Section 5: Summary of Facility Space Requirements

#	Area	Occupancy	Qty	SF/each	NSF
1	Public Entrance/Lobby				
1.1	Outer Lobby	6-18			
1.11	theft security gates		2 pair	24	48 nsf
1.12	materials return slots		2 slots	0	0 nsf
1.13	floor mats		3 mats	0	0 nsf
1.14	circulation space				250 nsf
1.15	recycling containers		2 containers	2	4 nsf
1.16	waste containers		2 containers	2	4 nsf
	<i>total</i>				<i>306 nsf</i>
1.2	Public Restrooms	1-5 each	2 restrooms		n/a
1.3	Friends of the Library Book Sale	1-3			
1.31	shelving, 72" for sale books		4 sections	12	48 nsf
1.32	announcement board for FOL activities, 4'w x 3'h		1 board	0	0 nsf
	<i>total</i>				<i>48 nsf</i>
2	Circulation & New Books				
2.1	Circulation Desk & Express Checkout	1-2 staff, 1-8 public			
2.11	express self-checkout units		2 units	45	90 nsf
2.12	shelving 72", for reserves		4 sections	12	48 nsf
2.13	queuing space		4 people	6	24 nsf
2.14	staff counter positions		2 positions	60	120 nsf
2.15	cash register		1 machine	0	0 nsf
2.16	counter for library card applications		1 counter	12	12 nsf
2.17	display of Library handouts		1 units	6	6 nsf
	<i>total</i>				<i>300 nsf</i>
2.2	New Books Browsing	2-7			
2.21	shelving, 72", display-type, for hardback books		8 sections	12	96 nsf
	<i>total</i>				<i>96 nsf</i>

#	Area	Occupancy	Qty	SF/each	NSF
2.3	<i>Audiovisual Collection</i>	2-6			
2.31	shelving, 66", for videos & DVDs		3 sections	12	36 nsf
2.32	shelving, 66" browse bins for music CDs		2 sections	12	24 nsf
2.33	shelving, 66", for bks on tape & CD		3 sections	12	36 nsf
	<i>total</i>				<i>96 nsf</i>
3	<i>Adult & Young Adult Services</i>				
3.1	<i>Customer Assistance Desk (Info/Child)</i>	2-4			
3.11	staff counter position		1 position	60	60 nsf
3.12	computers, stand-up		2 wkstns	16	32 nsf
3.13	display unit, wall-mounted, with brochure & nsp racks,		1 unit	15	15 nsf
3.14	bulletin board		1 board		
	<i>total</i>				<i>107 nsf</i>
3.2	<i>Reference Collection</i>	1-2			
3.21	shelving, 72" for ref bks		3 sections	12	36 nsf
	<i>total</i>				<i>36 nsf</i>
3.3	<i>Public Computers</i>	1-7			
3.31	computers, sit-down workstns		6 wkstns	35	210 nsf
3.32	networked printer		2 prtr	12	24 nsf
	<i>total</i>				<i>234 nsf</i>
3.4	<i>Adult Circulating Books</i>	7-27			
3.41	seating @ 4-pl tables		16 seats	25	400 nsf
3.42	seating, lounge		4 seats	35	140 nsf
3.43	computers, stand-up		2 wkstns	16	32 nsf
3.44	shelving, 84" sh for fiction & genre		9 sections	12	108 nsf
3.45	shelving, 72" sh for lg print		3 sections	12	36 nsf
3.46	shelving, 84" for intl lang books		3 sections	12	36 nsf
3.47	shelving, 72" display sh for pbks		4 sections	12	48 nsf
3.48	shelving, 84" sh for nonfiction		24 sections	12	288 nsf
3.49	shelving, 84" sh for teen nonfiction		2 sections	12	24 nsf

#	Area	Occupancy	Qty	SF/each	NSF
3.410	shelving, 72" display for teen pbks		2 sections	12	24 nsf
3.411	shelving, 72" slanted for mag display		1 sections	12	12 nsf
	<i>total</i>				<i>1,148 nsf</i>
3.5	Group Study Room A	2-6			
3.51	seating @ 2-pl tables		6 seats	25	150 nsf
	<i>total</i>				<i>150 nsf</i>
3.6	Group Study Room B	2-6			
3.61	seating @ 2-pl tables		6 seats	25	150 nsf
	<i>total</i>				<i>150 nsf</i>
3.7	Magazines & Newspapers	2-8			
3.71	seating, lounge chairs		4 seats	35	140 nsf
3.72	seating @ 4-pl tables		4 seats	25	100 nsf
3.73	shelving, 72" slanted for mag display		4 sections	12	48 nsf
3.74	shelving, 72" for magazine bkfiles		4 sections	12	48 nsf
3.75	shelving, 72" for newspaper display & bkfiles		0.5 sections	12	6 nsf
	<i>total</i>				<i>342 nsf</i>
3.8	Copy Machine	1-2			
3.81	copy machine		1 machine	15	15 nsf
3.82	storage cabinet w work counter & small eqpt		1 cabinet	20	20 nsf
	<i>total</i>				<i>35 nsf</i>
3.9	Technology Training	2-5			
3.91	computers, sit-down workstns		4 wkstns	35	140 nsf
3.92	networked printer		2 prtr	12	24 nsf
3.93	1 supply cabinet, 2-door		1 cabinet	20	20 nsf
	<i>total</i>				<i>184 nsf</i>
4	Children's Services				
4.1	Computers for Children	2-9			

#	Area	Occupancy	Qty	SF/each	NSF
4.11	computers, sit-down workstns		6 wkstns	35	210 nsf
4.12	networked printers		2 prtr	12	24 nsf
	<i>total</i>				<i>234 nsf</i>
4.2	Children's Circulating Books	3-12			
4.21	shelving, 66" display for J new bks		1 sections	12	12 nsf
4.22	shelving, 45" slanted for magazines		2 sections	12	24 nsf
4.23	wall-mounted display boards for posters etc.			0	0 nsf
4.24	seating @ 4-pl tables		8 seats	25	200 nsf
4.25	shelving, 66" for J fiction & genre		11 sections	12	132 nsf
4.26	shelving, 66" for J languages bks		1 sections	12	12 nsf
4.27	shelving, 66" for J nonfiction & holidays		24 sections	12	288 nsf
4.28	shelving, 66" display for J pbks		2 sections	12	24 nsf
4.29	shelving, 66", for parents books		1 sections	12	12 nsf
4.210	shelving, 66", for parents magazines		0.4 sections	12	5 nsf
	<i>total</i>				<i>709 nsf</i>
4.3	Children's Audiovisual Collection	1-2			
4.31	shelving, 66" with 6" deep sh for J videos & DVDs		0.3 sections	12	3.6 nsf
4.32	shelving, 66" AV browsing sh for J music CDs		0.4 sections	12	4.8 nsf
4.33	shelving, 66" for books on tape & CD		0.4 sections	12	4.8 nsf
4.34	shelving, 66" w hangup rods for AV kits		0.9 sections	12	10.8 nsf
4.35	shelving, 66" for CD Roms		0.4 sections	12	4.8 nsf
	<i>total</i>				<i>29 nsf</i>
4.4	Children's Picture Books	3-9			
4.41	seating @ 4-pl tables, round for toddlers		8 seats	25	200 nsf
4.42	seating, lounge chairs		1 seats	35	35 nsf
4.43	shelving, 45", for picture bks		24 sections	12	288 nsf
4.44	shelving, 45" for easy readers		5 sections	12	60 nsf
4.45	open play space for toddlers		1		50 nsf
	<i>total</i>				<i>633 nsf</i>

#	Area	Occupancy	Qty	SF/each	NSF
5	Program Room				
5.1	Program Room	30-80			
5.11	seating: stacking chairs		80 seats	15	1,200 nsf
5.12	lightweight tables, folding, 5' x 3'		6 tables	0	0 nsf
5.13	podium		1 podium	0	0 nsf
5.14	kitchen/refreshment prep area		1 area	50	50 nsf
5.15	computers for family literacy program		6 wkstns	15	90 nsf
5.16	enclosed shelving, 84", for literacy workbooks etc		2 sections	8	16 nsf
5.17	screen		1 screen	0	0 nsf
5.18	LCD projector		1 projector	0	0 nsf
	<i>total</i>				1,356 nsf
5.2	Program & Meeting Room Storage	0			
5.21	storage space for stacking chairs & tables		1 space		62 nsf
5.22	equipment racks for mtg room AV		1 racks	10	10 nsf
	<i>total</i>				72 nsf
6	Staff				
6.1	Staff Work Area & Returns/Sorting/Deliveries	2-8			
6.11	workstations, modular, 8 x 8 + 20% circ space		1 wkstns	77	77 nsf
6.12	workstations, modular, 7 x 7 + 20% circ space		2 wkstns	59	118 nsf
6.13	sections full-ht shelving		4 sections	12	48 nsf
6.14	work counter, 8'x3', lat files below & cabinet above		1 files	40	40 nsf
6.15	bulletin board, white board		1 boards	0	0 nsf
6.16	return bins for exterior return slots		2 bins	12	24 nsf
6.17	check-in wkstn for processing returned material		1 wkstns	50	50 nsf
6.18	book truck parking		12 trucks	8	96 nsf
6.19	extra return bins		2 bins	10	20 nsf
6.110	shelving for puppets & programming props		2 sections	10	20 nsf
6.111	shelving, 84" for programming coll		1 sections	10	10 nsf
6.112	work table w 4 chairs for volunteers/staff		1 tables	30	30 nsf
6.113	supply cabinet, 2-door, for lockable storage		1 cabinet	20	20 nsf
6.114	mail & delivery sorting counter, s/s, 6' x 3', & fax		1 counter	18	18 nsf
6.115	delivery tote box stacking space (12 box cap)		2 stacks	4	8 nsf
	<i>total</i>				579 nsf

#	Area	Occupancy	Qty	SF/each	NSF
6.2	Supplies & Equipment Storage	0			
6.21	shelving, 84"		6 sections	12	72 nsf
6.22	clear floor space for box storage		1 space		50 nsf
	<i>total</i>				122 nsf
6.3	Telecommunications Room	0			
6.31	equipment racks, 7'h x 1.5'w x 2.5'd		2 racks	8	16 nsf
6.32	clear floor space		1 space		30 nsf
	<i>total</i>				46 nsf
6.4	Staff Room	1-4			
6.41	seating @ 4-pl tables		4 seats	25	100 nsf
6.42	kitchen w/ microwave,		1 microwa ve	15	15 nsf
6.43	counter 6'L & cabinets,		1 cabinet	0	0 nsf
6.44	full ht refrigerator		1 refrig	6	6 nsf
6.45	stove		1 stove	5	5 nsf
6.46	sink		1 sink	0	0 nsf
6.47	bulletin board		1 board	0	0 nsf
6.48	lockers, half-height @ 5 sf ea stack		8 lockers	2.5	20 nsf
6.49	coat closet or coat rack @ 5' long		1 closet	0	0 nsf
6.410	recycling containers		1 container	2	2 nsf
6.411	waste containers		1 container	2	2 nsf
	<i>total</i>				150 nsf
6.5	Staff Restroom	1			
6.51	unisex restroom		1 restroom		gsf
6.6	Custodial Closet & Supplies	0			
Totals					
Total Assignable Square Feet:					7,162 nsf
Total GSF @ 75% net-to-gross					9,554 gsf

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Overview

The primary function of this area is to provide a formal entrance to the library, provide public restroom space and a welcoming Friends of the Library book sale space. The entrance should be able to lock off the library core and continue to provide access after library hours to use the public meeting room, and the restrooms.

The entrance should provide ample space for patrons to enter and exit. The space should be open and welcoming, encouraging the patron to want to enter the library, as well as be a pass-through space to those who would like to visit the Friends of the Library book sale or events in the meeting room. The entrance should allow patrons to easily access various library services, find staff, and obtain informational assistance.

The entrance should also offer book return slots in convenient locations that are easily identifiable.

Public Entrance/ Lobby Space Summary

Outer Lobby	306 nsf
Public Restrooms	72 nsf
Friends of the Library Book Sale Area	48 nsf
Total	426 nsf

Occupancy by staff and patrons

The public entrance/lobby has an occupancy range of 6-18 people.

Type and size of collections

No collections required.

Functional activity description

The outer lobby space provides access to the library and its ancillary services. In the entry plaza, outside the building before the entrance there should be book drop-off return slots for convenient materials return. The lobby should be equipped with one set of automatic double doors. Directly inside the double doors should be security gates, one for each door. Also directly adjacent to the doors, there should be floor mats to wipe feet.

The lobby is a unique space that serves as the main connector and conduit to all library sections and services. The space should be welcoming and invite the patron into the library. The space should include a donor wall and library themes. It is also unique for its ability to use space and lighting to accent the space. The lobby should use natural lighting techniques such as daylighting with the use of skylights and clerestory windows to best accent the entrance space.

Spatial relationships

As the primary conduit to all library sections and services, the lobby should be adjacent to the public meeting room, public restrooms, Friends' book sale area, circulation desk, and staff work areas. It is also the main connection to the parking lot and outside sidewalk. The lobby should be visible, allowing the patron to easily locate the entrance from the parking lot and sidewalk.

ADJACENT: Public meeting room, Friends' book sale area, public restrooms, and circulation desk

CLOSE: New releases, audiovisual collection, periodicals

Fenestration

The double entrance doors should be made of clear glass to allow natural lighting and views into the interior from the entry plaza.

Space finishes

The public entry needs to be welcoming to all patrons; it should be visually interesting, well-maintained, and should provide clear views into the library. Materials should be stain-resistant and durable, and floor materials should be non-slip (this may be provided through the use of mats in winter months).

CEILING: Acoustical tile

WALL: Stain-resistant, highly-durable finishes are required

FLOOR: Hard surface floor coverings that are attractive and durable, such as terrazzo tile, stone, or other non-slip attractive surfacing should be used in the lobby area.

Access for the disabled

The lobby should be level with the outside sidewalk for wheelchair accessibility. The lobby display cases should be a height that is convenient to view offering a more welcoming entrance for wheelchair access. A public drinking fountain should be located within the lobby space and should be at an appropriate height to accommodate wheelchair accessibility.

Acoustics

The lobby should be designed to dampen outside noise to the interior.

Environmental conditions (HVAC)

Separate temperature control is required. Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting at 15 to 20 foot candles, with specialized accent lighting at 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Power, data, and audiovisual communications requirements

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the information area with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security requirements

The lobby should be secured after hours and should be equipped with an alarm system. There should also be two sets of theft security gates directly inside the double entrance doors.

Visual supervision

The lobby should be visible from the parking lot as well as from inside the library. The circulation desk should be in close proximity to the lobby for increased visibility from library staff.

Signs

Signs for the sections and services of the library, including the various collections, restrooms, public meeting room, and Friends book sale area, should all be visible from the lobby. As this space should be a welcoming space for patrons, visible signage is important to easily direct people where to go and to keep the lobby from becoming congested.

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Theft security gates	2 pair	24	48 sf
Materials return slots	2 slots	0	0 sf
Floor mats	3	0	0 sf
Recycling containers	2	2	4 sf
Waste containers	2	2	4 sf
<i>Total</i>			<i>56 sf</i>

Occupancy by staff and patrons

The public restrooms have an occupancy range of 1-5 people.

Type and size of collections

No collections required.

Functional activity description

These will be the main restrooms for the entire facility. They should be located centrally within the library. They should also be in close proximity to the public meeting room. The restrooms should be visible from the circulation desk for security purposes.

Spatial relationships

The restroom should be located adjacent to the public meeting room and lobby and should be located near, and visible from, the circulation desk.

ADJACENT: Outer Lobby, Public meeting room

CLOSE: Circulation desk, children's section

Flexibility and expandability

Restrooms do not need to be designed to account for any future possible expansion or rearrangement.

Fenestration

There should be no windows into or out of the restrooms.

Space finishes

Materials in the restroom must be easily maintained and vandal-resistant. All finishes must be highly durable and stain-resistant. All fixtures and surfaces should be easy to clean

CEILING: Water resistant gypsum board

WALL: Full-height glazed ceramic tile or quarry tile

FLOOR: Ceramic tile with sloping floor drain

Access for the disabled

There should be at minimum one water closet that is wheelchair accessible equipped with handrail and widened stall walls. The sinks should be at an appropriate height to accommodate wheelchair accessibility.

Acoustics

The restroom should be acoustically dampened from the rest of the facility.

Environmental conditions (HVAC)

Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the restrooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Power, data, and audiovisual communications requirements

No telecommunications required.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

The entry to the restrooms should be visible from the circulation desk.

Signs

Standard exterior signs identifying each restroom as, "Women's" and "Men's." No interior signs except those required by ADA requirements.

Required furniture and equipment

Sink fixtures should be stainless steel or equivalent. Stalls should be ceiling mounted and commodes should be wall-hung. Multi-purpose dispensers should be used within the stalls to reduce clutter.

Components	Quantity	SF/Unit	Total SF
<u>Women's Restroom</u>			
Sinks	3 sinks	n/a	n/a
Stalls with Toilet	5 stalls		
Mirror	3 mirrors		
Towel dispenser	2 dispensers		
Baby changing station	1 station		
Waste containers	2 containers		
Mats	2 mats		
Soap Dispenser	3 dispensers		
<u>Men's Restroom</u>			
Sinks	3 sinks	n/a	n/a
Stalls with Toilet or Urinals	5 stalls		
Mirror	3 mirrors		

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Towel dispenser	2 dispensers		
Baby changing station	1 station		
Waste containers	2 containers		
Mats	2 mats		
Soap Dispenser	3 dispensers		

Occupancy by staff and patrons

The Friend's of the Library Booksale has an occupancy range of 1-3 people.

Type and size of collections

No collections required.

Functional activity description

The Friends of the Library will maintain an ongoing book sale to raise funds to support the Library. The space should be self-service. Shelving will advertise current materials for sale in a way that patrons can easily access. Patrons should purchase their materials at the main circulation desk.

Spatial relationships

The book sale area should be adjacent to the lobby entrance and be located near the circulation desk for visual security purposes and for convenient access to make purchases. It is also important that the sale shelving be located adjacent to paths of travel for direct visual access by patrons who are entering into the library.

ADJACENT: Outer lobby

CLOSE: Circulation desk

Flexibility and expandability

This space should be flexible to allow for change in the size of the book sale area. The area should be able to expand and be moved if necessary.

Fenestration

No fenestration is necessary for this area.

Space finishes

The space will be a part of the inner lobby and will have the same finishes as this space. Materials should be uncluttered and a merchandising model should be implemented to display materials attractively.

CEILING: Acoustic tiles

WALL: Durable finishes similar to lobby

FLOOR: Same as lobby or with a transition to carpeting material used in collection areas.

Access for the disabled

The Friends book sale area will be accessible as required by ADA requirements.

Acoustics

The space should be acoustically buffered from the library. The book sale area may be noisier than other areas within the library.

Environmental conditions (HVAC)

Temperature should be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in this area.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Books housed on single faced shelving units should be highlighted to attract patrons to the collections. Spot lights are not acceptable.

Power, data, and audiovisual communications requirements

No telecommunications required.

Security requirements

The security will be through visual supervision from the circulation desk.

Visual supervision

The sale area should be near the circulation desk for security purposes.

Signs

There will be signs directing patrons to the sale area. There will also be a bulletin board to alert patrons of upcoming sales and events

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Shelving, 72" for sale books	4 sections	12	48 sf
Announcement board for FOL activities, 4'w x 3'h 1 board	0		0 sf
<i>Total</i>			<i>48 sf</i>

Overview

The circulation desk is the main location for staff to assist patrons, both with information, materials checkouts, reserves, and purchasing items from the Friends of the Library book sale area. The desk should be located adjacent to the lobby and entrance and should have visual access to the restrooms, the Friends book sale area, the audiovisual collection, and the children's area.

The new releases area should be prominently located and visually attractive. It should be inviting to patrons. It should be designed flexibly in order to be able to add or reduce shelving and make rearrangements for new displays.

The audiovisual collection contains all of the multimedia, audio, and visual collections in the library. It should be visible from the circulation desk.

Space Summary

Circulation Desk and Express Checkout	300 nsf
New Books Browsing	96 nsf
Audiovisual Collection	96 nsf
Total	492 nsf

Occupancy by staff and patrons

The circulation desk and express checkout have an occupancy range of 1-2 for staff, and 1-8 for public.

Type and size of collections

No collections required.

Functional activity description

The circulation desk is the primary location for patrons to check out materials, purchase Friend's Book Sale items, and receive assistance with accounts. The circulation desk should be well organized and business-like in appearance as well as provide an efficient process for checking out library materials.

The circulation desk should be spacious both in front for efficient queuing and behind for staff to move freely. The circulation desk should consist of spacious staff counter positions, a centrally located cash register, and space for library card applications and a mounted display for library handouts.

In front of the circulation desk, there should be a self-explanatory queuing system for four people. The queuing should not block the entrance or exit pathway. Several ways to accomplish this include portable traffic control posts, different color flooring or carpets, or any other system that is flexible and functions properly.

Express self-checkout units should be located directly adjacent to the circulation desk. Customers will be encouraged to use these units to make the checkout process efficient during peak library times. These machines need to have ample space between each unit, giving the patron personal space to make their "checkout" transaction. Where these units are mounted, there should be counter space on either side to allow patrons to set down handbags and other personal items while checking out library materials.

Behind the circulation desk there should be reserve shelving for materials reserved by patrons to pick up and check out.

Spatial relationships

The circulation desk should be located adjacent to the lobby so that it is clearly visible as patrons enter the library. This allows for convenient return of materials and for patrons to receive help from library staff. There should be enough space in front of the desk to allow for the efficient flow of patrons checking materials out during peak hours.

The express check out needs to be located adjacent to the circulation desk and the lobby for convenient use before exiting the library.

The reserved materials shelving should be located behind the circulation desk.

Space required for queuing at both the circulation desk and the express checkout units should be combined.

ADJACENT: Circulation desk, express self-checkout units, reserve shelving

CLOSE: Lobby, restrooms, public meeting room, Friends book sale area, new releases

Flexibility and Expandability

Planned expansion space is important to incorporate from the beginning. Often times, circulation desks are expanded when remodeling occurs to the facility or as technology changes. Although remodeling does not happen very often, minimum extra space should be planned for the addition of

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new technologies or additional shelving.

Fenestration

Natural lighting is desired to provide a more pleasant psychological setting, but should not create glare on computer screens in the area or in the eyes of library staff.

Space finishes

Circulation desk and area should be as uncluttered as possible. Finishes should be highly-durable as this is a very high traffic area.

CEILING: Acoustical

WALL: Paint or other durable finish

FLOOR: Highly durable carpet, tile, stone, or other highly durable material

Access for the disabled

The circulation desk and express checkout will be accessible as required by ADA requirements.

Acoustics

This area is often noisy and should be dampened accordingly.

Environmental conditions (HVAC)

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Power, data, and audiovisual communications requirements

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security requirements

The circulation desk supervises most of the library, the checkout area, and the lobby. Staff needs to be able to move quickly between the circulation desk, the security gates, and the staff work area.

Visual supervision

The views from the circulation desk must remain unobstructed; this area is the main point of staff supervision over library activities and patrons. Staff must have clear line of sight into the lobby, and to the Customer assistance desk. However, the public should not be able to directly look into the staff work area.

Signs

Well-lit signage entitled "Circulation Desk" and "Express Checkout," should be posted to direct patrons to the circulation desk and checkout area.

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Express self-checkout units	2 units	45	90 sf
Shelving 72", for reserves	4 sections	12	48 sf
Staff counter positions	2 positions	60	120 sf
Cash register	1 machine	0	0 sf
Counter for library card applications	1 counter	12	12 sf
Display of Library handouts	1 units	6	6 sf
<i>Total</i>			<i>276 sf</i>

Occupancy by staff and patrons

The new books browsing space has an occupancy range of 2-7 people.

Type and size of collections

Collection Type	Volumes
New/ Best sellers	1,000
Total	1,000

Functional activity description

The Library must have a highly visible and attractive space to display new books. It will include shelving for videos, hardback books, CDs, and DVDs. Shelving should be a mix of freestanding and wall mounted units. Cabinetry must be attractive and eye catching, similar in effect to bookstore shelving, to attract the eye of the patron.

Spatial relationships

ADJACENT: Circulation desk, lobby

CLOSE: Restrooms

Flexibility and expandability

The space should be designed to be flexible so that displays can be re-arranged and free-standing shelving can be moved. The design should be expandable in order to accommodate new releases and new technologies available through the library.

Fenestration

Natural lighting is desired to provide a more pleasant psychological setting, but should not create glare.

Space finishes

Materials should be attractive and uncluttered, and finishes should complement the merchandising display. Since this is a high-traffic area, materials need to be highly-durable.

CEILING: Acoustical

WALL: Paint or highly-durable finish

FLOOR: Highly durable carpet or carpet tile.

Access for the disabled

The new books browsing area will be accessible as required by ADA requirements.

Acoustics

This area should be separated from the group study areas and especially the reading sections of the library. The shelving should be arranged in such a way as to dampen the sound from patron traffic.

Environmental conditions (HVAC)

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

The shelving should have bright lighting as to "highlight" its location to library patrons, but should not create glare on book covers.

Power, data, and audiovisual communications requirements

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the computer locations. Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

The shelving should be visible to library staff from the circulation desk.

Signs

Signs directing patrons to the new materials should state, "New Books Browsing" and should be highly visible from the library proper and from the lobby entrance.

Required furniture and equipment

Components	Quantity	SF/Unit	Total SF
Shelving, 72", display-type, for hardback books	8 sections	12	96 sf
Total			96 sf

Occupancy by staff and patrons

The audiovisual collection space has an occupancy range of 2-6 people.

Type and size of collections

Collection Type	Volumes
Video/DVD	1,000
Music CD's	750
Audio books/ Books on tape	750
Total	2,500

Functional activity description

Adult and young adult library patrons will enter this area to find audiovisual materials. Audiovisual stations need to be designed inline visually with the circulation desk for security. The area should be designed to dampen higher levels of noise that accrue from high levels of patron use.

Spatial relationships

The audio-visual collection should be near the lobby and entrance as many patrons frequent this collection without need to enter the other parts of the Library. Proximity to the entry will accommodate patrons who want to quickly pick out a video/ book on tape/ DVD with its convenient location as well as keeping heavy traffic and noise from this area from disturbing the quieter reading areas of the libraries.

ADJACENT: New books browsing area

CLOSE: Circulation desk and lobby

FAR: Reading and study areas

Flexibility and expandability

The AV collection should be designed to allow for small changes but will not greatly expand or decrease in size. It should be flexible enough to allow for changes in types of media displayed to accommodate changes in technology.

Fenestration

Fenestration of the inner lobby will be applicable in this space.

Space finishes

This area is expected to be highly used, and finishes should be highly durable and easily maintainable.

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Anti-static carpet or carpet tile

Access for the disabled

The audiovisual collection will be accessible as required by ADA requirements.

Acoustics

This area will be generally noisy from frequent traffic of patrons and should dampened from reading and study areas of the Library.

Environmental conditions (HVAC)

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials.

Power, data, and audiovisual communications requirements

Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture. To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a forward reach at accessible locations.

Security requirements

There are no other security requirements other than visual supervision

Visual supervision

The main supervision to the area will come from the circulation desk. The shelving should be in the line of sight of staff.

Signs

Signs should read, "Audiovisual Collection" and should highlight newly acquired materials.

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Shelving, 66", for videos & DVDs	3 sections	12	36 sf
Shelving, 66" browse bins for music CDs	2 sections	12	24 sf
Shelving, 66", for bks on tape & CD	3 sections	12	36 sf
<i>Total</i>			<i>96 sf</i>

Overview

The primary function of this section is to provide services to adults and young adults. The Adult collection will provide fiction and non-fiction collections. There will be a reference collection available for research and browsing.

The Young Adult section will provide youth between the ages of upper elementary school to the first two years of high school. Young adult fiction will be incorporated in Adult Fiction with the exception of youth paperbacks. This space will offer group study rooms, computers, and reference materials.

There will be technology training available as well as access to computers and a copy machine.

Space Summary

Customer Assistance Desk	107 nsf
Reference Collection	36 nsf
Public Computers	234 nsf
Adult Circulating Books	1,148 nsf
Group Study Room A	150 nsf
Group Study Room B	150 nsf
Magazines and Newspapers	336 nsf
Copy Machine	35 nsf
Technology Training	184 nsf
Total	2,380 nsf

Occupancy by staff and patrons

The customer service desk has an occupancy range of 2-4.

Type and size of collections

No collection required.

Functional activity description

There will be two staff positions that will be in service during all library hours. The Customer assistance desk will be the main point of contact for patrons seeking assistance and information. There will be one to two library staff situated at the desk. The staff are available to assist patrons with in-depth reference questions or other library needs.

Often times they will be out in the collections or at the computers assisting patrons with their library needs. The customer assistance desk should be seen as a place where patrons seeking assistance can rendezvous with available staff, but not a desk at which staff can always be found.

Spatial relationships

The desk should be highly visible from the entrance and well signed to be visible throughout the library. As the main point of contact with library staff, it should be centrally located along major circulation routes. It should be adjacent to the lobby, new releases area and near the circulation desk and audiovisual collections.

ADJACENT: Lobby, new books area, multimedia workstations

CLOSE: Circulation desk, audiovisual collections, adult and children's collections

FAR: Reading and study areas

Flexibility and expandability

The assistance desk will be in a permanent location that will seldom change. Although increases in library staff do not happen frequently, the desk space could be expanded if new staff are hired.

Fenestration

Fenestration of the inner lobby will be applicable to this space.

Space finishes

This area will be a high-traffic area, and finishes should be durable and easily maintainable. Area should be kept as uncluttered as possible, including the information displays. Finishes should be welcoming.

CEILING: Acoustical

WALL: Paint or other highly durable finish; visibility should be maintained between this area and other collection areas of the library

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

The desk height should be designed at a height that is accessible and welcoming to patrons and staff with disabilities. The customer assistance desk will be accessible as required by ADA requirements.

Acoustics

No special acoustics are necessary for this area although it should be located away from quieter reading and study areas.

Environmental conditions (HVAC)

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Power, data, and audiovisual communications requirements

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

This desk is required to be in the direct line of sight with the circulation desk. This desk should also have direct lines of sight to the different spaces and collections throughout the library.

Signs

There should be signage that states, "Information Desk", readable from the lobby and from the adult and children's collections.

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Staff counter position	1 position	60	60 sf
Computers, stand-up	2 wkstns	16	32 sf
Display unit, wall-mounted, w/ brochure & racks	1 unit	15	15 sf
Bulletin board & storage below, 6'L x 5'H x 1.5'D	1 board	0	0 sf
<i>Total</i>			<u>107 sf</u>

Occupancy by staff and patrons

The reference collection has an occupancy range of 1-2 people.

Type and size of collections

<i>Collection Type</i>	<i>Volumes</i>
Reference	300
Total	300

Functional activity description

The function of this space is to house both the adult and young adult reference materials and seating for those who wish to browse the reference materials for an extended period of time. Reference materials include encyclopedias, government documents, and other research oriented documents.

Spatial relationships

The customer assistance desk and copy machine should be adjacent to the reference collection as the customer assistance personnel will be able to assist patrons with reference questions

ADJACENT: Customer assistance desk, copy machine

CLOSE: Circulation desk, adult and young adult collections

Flexibility and expandability

No flexibility or expandability required.

Fenestration

There should be natural lighting if possible to help patrons feel comfortable in the reference collection seating area.

Space finishes

This area will be a high-traffic area, and finishes should be durable and easily maintainable. Acoustical separation and materials that assist in dampening noise should be used where possible.

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

The reference collection area will be accessible as required by ADA requirements.

Acoustics

This area should not be too close to the main lobby as it is typically a quieter location in the library.

Environmental conditions (HVAC)

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desired.

Power, data, and audiovisual communications requirements

No telecommunications required.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

The customer assistance desk staff will maintain visual supervision over the reference collection.

Signs

The reference collection should have signage to direct people to its locations within the collection that states "Reference Collection."

Required furniture and equipment

Components	Quantity	SF/Unit	Total SF
Shelving, 72" for reference books	3 sections	12	36 sf
Total			36 sf

Occupancy by staff and patrons

The public computers space has an occupancy range of 1-7 people.

Type and size of collections

No collections required.

Functional activity description

There shall be space provided for the use of computers by library patrons. They should have online access, word processing capabilities, and should also be connected to the library's card catalog and reference database.

The computers may be used periodically for public computer training workshops offered at no charge to the public.

Spatial relationships

The computers will be adjacent to the reference collections, and near customer assistance. They should also be centrally located for use by all ages.

ADJACENT: Customer assistance desk, reference collections

CLOSE: Children's, young adult and adult collections, periodicals, copy machine

FAR: Quiet reading and study areas

Flexibility and expandability

The space should be designed in a flexible manner to allow for the rearranging of furniture and for future expansion of additional computers or changing technology.

Fenestration

Indirect natural lighting that does not produce glare on computer screens.

Space finishes

This area will be a high-traffic area, and finishes should be durable and easily maintainable. Acoustical separation and materials should be used where possible to assist in dampening noise generated with computers and associated use equipment.

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

The public computer area will be accessible as required by ADA requirements.

Acoustics

This area can become quite noisy with heavy use and during computer training classes. Care should be taken to acoustically dampen the sound so as to reduce disturbance in other quieter study and reading areas.

Environmental conditions (HVAC)

Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in computer area.

Illumination

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Power, data, and audiovisual communications requirements

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the computer and printer locations with additional outlets provided for future growth.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

Customer assistance desk and circulation desk should both be able to monitor the public computers. The customer assistance desk will generally be responsible for assisting patrons with problems and questions.

Signs

There should be well-marked signs directing patrons to the computers. Signs should read, "Public Computers."

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Computers, sit-down workstns	6 wkstns	35	210 nsf
Networked printer	2 prtr	12	24 nsf
<i>Total</i>			<i>234 nsf</i>

Occupancy by staff and patrons

The adult circulating books space has an occupancy range of 7-27 people.

Type and size of collections

Collection Type	Volumes
Adult and young adult fiction and genre	2,000
Adult non-fiction/careers/holidays/folktales	5,000
Young Adult non-fiction/careers/holidays/folktales	500
Languages	1,000
Large print	500
Adult paperback	1,000
Young adult paperback	500
Parents	200
Total	10,700

Functional activity description

This area will house the library's main English language book collection as well as foreign language books. It will be used by patrons doing research and by patrons simply looking for something enjoyable to read. The books will be housed on full height shelving, with each shelving unit able to hold six shelves. Each stack should have no more than six shelving units. The ends of the stacks should be of slat wall construction for convenient display of public information, new reading materials, and upcoming library events.

This library section will contain adult fiction and non-fiction, historical materials, language materials, oversize and large print materials, textbooks and teen paper and hardback books.

Stand up computers shall be located at stack ends to allow patrons to search the library database for available materials as well as two other computers available with seating for catalog use.

Seating will be available for patrons both at small, 4-person tables and lounge seats.

Spatial relationships

This area will be monitored by the customer assistance desk to assist patrons and by the circulation desk to re-stack the shelves with returned and disorganized materials.

ADJACENT: Periodicals, adult reading area, customer assistance desk

CLOSE: Public computers, circulation desk

Flexibility and expandability

The shelving is calculated to fit an expanding book collection over time.

Fenestration

There should be views through the rows and indirect natural lighting, if possible, within the rows.

Space finishes

This area will be a medium to heavy traffic area, and finishes should be durable and easily maintainable.

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

The adult circulating books area will be accessible as required by ADA requirements.

Acoustics

This area should not need extra dampening for its own activities, but care should be taken to dampen noise from other library activities in the adult circulation area.

Environmental conditions (HVAC)

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desired.

Power, data, and audiovisual communications requirements

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

The customer assistance desk staff will supervise the aisles.

Signs

There should be readable signage throughout the shelving, directing patrons to exact sections. The end of the stacks should be more general, listing generally, what is located within the row. There should also be larger signage that reads, "Adult Collection" directing people to this area of the library.

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Seating @ 4-pl tables	16 seats	25	400 sf
Seating, lounge	4 seats	35	140 sf
Computers, stand-up	2 wkstns	16	32 sf
Shelving, 84" sh for fiction & genre	9 sections	12	108 sf
Shelving, 72" sh for lg print	3 sections	12	36 sf
Shelving, 84" for intl lang books	3 sections	12	36 sf
Shelving, 72" display sh for pbks	4 sections	12	48 sf
Shelving, 84" sh for nonfiction	24 sections	12	288 sf
Shelving, 84" sh for teen nonfiction	2 sections	12	24 sf
Shelving, 72" display for teen pbks	2 sections	12	24 sf
Shelving, 72" slanted for mag display	1 sections	12	12 sf
<i>Total</i>			<i>1,148 sf</i>

Occupancy by staff and patrons

The group study room A has an occupancy range of 2-6 people.

Type and size of collections

No collections required.

Functional activity description

The library needs acoustically separated spaces for small groups to get together to work on group projects such as tutoring, group homework projects or group study sessions that they would not be able to do elsewhere throughout the library. The Study Room should accommodate up to 6 people. The tables should be lightweight and movable for easy rearrangement to fit the needs of various group activities.

Spatial relationships

The group study area should be near the young adult collection for easy access by patrons and the customer assistance desk, and/or circulation desk so that staff can visually supervise the activities occurring in the study area.

ADJACENT: Young adult collection, children's collection

CLOSE: Customer service desk, multimedia collection, reference collection, children's area

Flexibility and expandability

The tables should be light and mobile for mobility and rearrangement to accommodate changing group activities.

Fenestration

Window views and/or natural lighting are important to make the group study area more pleasant.

Space finishes

This area will be used by groups of youth, and finishes should be durable and easily maintainable. Walls should be mark-resistant and easily cleaned. Acoustical materials should be used where possible to dampen the noise generated in this area.

CEILING: Acoustical

WALL: Paint or other highly durable, easily cleaned finish. Wall-mounted white boards may be provided for patron use. Tackable acoustic wall panels may be provided in this area for patron use

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

Group study area A will be accessible as required by ADA requirements.

Acoustics

The group study area should be acoustically separate from the other areas of the library, either through placement in the library or physical separation.

Environmental conditions (HVAC)

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desired.

Power, data, and audiovisual communications requirements

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

The customer assistance desk staff and also potentially circulation desk staff will visually supervise the study area.

Signs

Signage should read "Study Area A."

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Seating @ 2-pl tables	4 seats	25	100 sf
Seating @ 2-pl tables	2 seats	25	50 sf
<i>Total</i>			<i>150 sf</i>

Occupancy by staff and patrons

Group study room B has an occupancy range of 2-6 people.

Type and size of collections

No collections required.

Functional activity description

The library needs acoustically separated spaces for small groups to get together to work on group projects such as tutoring, group homework projects or group study sessions that they would not be able to do elsewhere throughout the library. The Study Room should accommodate up to 6 people. The tables should lightweight and movable for easy rearrangement to fit the needs of various group activities.

Spatial relationships

The group study area should be near the young adult collection for easy access by patrons and the customer assistance desk, and/ or circulation desk so that staff can visually supervise the activities occurring in the study area.

ADJACENT: Young adult collection, children's collection

CLOSE: Customer service desk, multimedia collection, reference collection, children's area

Flexibility and expandability

The tables should be light and mobile for mobility and rearrangement to accommodate changing group activities.

Fenestration

Window views and/ or natural lighting are important to make the group study area more pleasant.

Space finishes

This area will be used by groups of youth, and finishes should be durable and easily maintainable. Walls should be mark-resistant and easily cleaned. Acoustical materials should be used where possible to dampen the noise generated in this area.

CEILING: Acoustical

WALL: Paint or other highly durable, easily cleaned finish. Wall-mounted white boards may be provided for patron use. Tackable acoustic wall panels may be provided in this area for patron use

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

Group study area B will be accessible as required by ADA requirements.

Acoustics

The group study area should be acoustically separate from the other areas of the library, either through placement in the library or physical separation.

Environmental conditions (HVAC)

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desired.

Power, data, and audiovisual communications requirements

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

The customer assistance desk staff and also potentially circulation desk staff will visually supervise the study area.

Signs

Signage should read, "Study Area B".

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Seating @ 2-pl tables	4 seats	25	100 sf
Seating @ 2-pl tables	2 seats	25	50 sf
<i>Total</i>			<i>150 sf</i>

Occupancy by staff and patrons

The magazines and newspapers space has an occupancy range of 2-8 people.

Type and size of collections

No collections required.

Functional activity description

This space should be designed to offer a relaxing, non-institutional space where patrons can browse through or sit and read at length from current magazines and newspapers. The space should have comfortable seating at two and four place tables and lounge chairs.

Current magazines will be displayed on clear acrylic "waterfall" cascade units that can accommodate up to 15 copies in one unit. Newspapers will be displayed on a free-standing rack that allows for display of the front page.

Window and landscaping views are highly desirable in this section.

Spatial relationships

ADJACENT: Lobby, customer assistance desk

CLOSE: Circulation desk, adult non-fiction area,

Flexibility and expandability

There is no need for expansion in this area.

Fenestration

Outdoor and landscaped views from this area very desirable; natural lighting is also very important.

Space finishes

This area will be used by casual readers, and finishes should be as comfortable and welcoming as possible. This area will receive heavy use, and materials should be highly-durable as well as attractive.

CEILING: Acoustical

WALL: Paint or other highly durable, easily cleaned finish. Non-glare finishes need to be used in areas adjacent to fenestration

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

The magazines and newspapers area will be accessible as required by ADA requirements.

Acoustics

This area should be dampened from the noise of the lobby and circulation desk.

Environmental conditions (HVAC)

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Any thermostats should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers. Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desired.

Power, data, and audiovisual communications requirements

Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every two data drops provided. To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

The area will have visual supervision from the circulation desk.

Signs

Signage should read, "Periodicals".

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Seating, lounge chairs	4 seats	35	140 sf
Seating @ 4-pl tables	4 seats	25	100 sf
Shelving, 72" slanted for mag display	4 sections	12	48 sf
Shelving, 72" for magazine bkfiles	4 sections	12	48 sf
Freestanding display rack for newspaper display & bkfiles	1 sections	6	6 sf
<i>Total</i>			<i>342 sf</i>

Occupancy by staff and patrons

The copy machine space has an occupancy range of 1-2 people.

Type and size of collections

No collections required.

Functional activity description

This space will house one photocopy machine, with adjacent work counter and storage cabinet to hold copy materials. The copy machine will serve patrons and will be arranged to charge a small fee on a per copy basis. Storage cabinet may also be located at circulation desk if it is adjacent to the copy machine.

Spatial relationships

The copy machine space will be monitored from the circulation desk and the customer assistance desk. A queuing pattern must be designed into the copy machine area for use during peak hours.

ADJACENT: Reference Collection

CLOSE: Customer assistance desk, circulation desk

Flexibility and expandability

No flexibility or expandability required.

Fenestration

Fenestration of the adjoining areas will serve this space.

Space finishes

This area will be a high-traffic area, and finishes should be durable and easily maintainable. Acoustical separation and materials should be used where possible to assist in dampening noise generated from copy equipment

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Anti-static and highly durable carpet or carpet tile or non-slip hard flooring material

Access for the disabled

The copy machine area will be accessible as required by ADA requirements.

Acoustics

The copy machine should be placed in an area that will dampen the noise of photocopying from the quieter areas of the library such as the reading rooms and family and group study areas.

Environmental conditions (HVAC)

Separate temperature control is required if it is a separate room. Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings.

Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. If the Copy Center is an enclosed room, it will require an individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings if the copy center is a separate room.

Power, data, and audiovisual communications requirements

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at copy machine location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

The customer assistance desk will monitor the copy machine area.

Signs

There should be signage above the machine to direct patrons, which should read, "Copy Machine". There should be legible signage to describe proper use of the machine as well as costs that are necessary to make copies.

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Copy machine	1 machine	15	15 sf
Storage cabinet w work counter & small eqpt	1 cabinet	20	20 sf
<i>Total</i>			<i>35 sf</i>

Occupancy by staff and patrons

The technology training space has an occupancy range of 2-5 people.

Type and size of collections

No collections required.

Functional activity description

There shall be space provided for the use of computers by library patrons. They should have online access, word processing capabilities and should also be connected to the library's online catalog and reference database.

The computers should be used periodically for public computer training workshops offered at no charge to the public.

Spatial relationships

The computers will be adjacent to the reference collections, and near customer assistance. They should also be centrally located for use by all ages.

ADJACENT: Customer assistance desk, reference collections

Flexibility and expandability

The space should be designed in a flexible manner to allow the rearranging of furniture and for future expansion of additional computers or changes in technology

Fenestration

Natural lighting and outdoor views are preferred. Computer screens should be adjusted to reduce glare.

Space finishes

This area will be a high-traffic area, and finishes should be durable and easily maintainable. Acoustical separation and materials should be used where possible to assist in dampening noise generated with computers and associated use equipment.

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

The technology training space will be accessible as required by ADA requirements.

Acoustics

This area can become quite noisy with heavy use and during computer training classes. Care should be taken to acoustically dampen the sound so as to reduce disturbance in other quieter study and reading areas.

Environmental conditions (HVAC)

Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in computer area.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desired.

Power, data, and audiovisual communications requirements

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the computer and printer locations with additional outlets provided for future growth.

Security requirements

There are no other security requirements aside from visual supervision.

Visual supervision

Customer assistance desk will monitor the public computers.

Signs

Signs should read, "Public Computers".

Required furniture and equipment

Components	Quantity	SF/Unit	Total SF
Computers, sit-down workstns	4 wkstns	35	140 sf
Networked printer	2 prtr	12	24 sf
1 supply cabinet, 2-door	1 cabinet	20	20 sf
Total			184 sf

Overview

The primary function of this section is to provide services to young children and their families. This section will include computers for children, circulating books for elementary to middle school grades and picture books for very young children. There will also be an audiovisual collection of CD's, videos, and CD Roms with music and educational activities for children.

The children's section will be close to the family reading area and will have supervision from the customer assistance desk.

Space Summary

Computers for children	234 nsf
Children's circulating books	709 nsf
Children's audiovisual collection	29 nsf
Children's Picture books	633 nsf
Total	1,605 nsf

Occupancy by staff and patrons

The computers for children space has an occupancy range of 2-9 people.

Type and size of collections

No collections required.

Functional activity description

This space will provide public access computer workstations and adjacent networked printers for children and their families to use. All computers will be connected to the Library's online catalog and educational games, teaching software, and other online resources for children, while others will offer access to the Internet.

Spatial relationships

The computer workstations will be adjacent to the children's circulating books and will be close to the family reading area.

ADJACENT: Children's circulating books

CLOSE: Family reading area

Flexibility and expandability

Over time, it is possible that more computers will be needed and the workstations will need to be expanded. This space should be designed so that expansion is possible and to accommodate potential changes in technology..

Fenestration

Natural lighting is desired to provide a more pleasant psychological setting, but should not create glare on computer screens.

Space finishes

This area will be a high-traffic area, and finishes should be durable and easily maintainable as well as child-friendly. Acoustical separation and materials should be used where possible to assist in dampening noise generated with computers and associated use equipment.

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

The computers for children area will be accessible as required by ADA requirements. The workstations should be designed to be wheelchair accessible.

Acoustics

No acoustical separation is necessary.

Environmental conditions (HVAC)

Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in computer areas.

Illumination

Provide a minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Power, data, and audiovisual communications requirements

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the computer and printer locations with additional outlets provided for future growth.

Security requirements

No other security requirements are necessary aside from visual supervision.

Visual supervision

The children's computer workstations will be visible from the customer assistance desk and family reading area.

Signs

Signs should read "Children's Computers."

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Computers, sit-down workstations	6 workstations	35	210 sf
Networked printers	2 printers	12	24 sf
<i>Total</i>			<i>234 sf</i>

Occupancy by staff and patrons

The children's circulating books space has an occupancy range of 3-12 people.

Type and size of collections

<i>Collection Type</i>	<i>Volumes</i>
New/ Best sellers	250
Fiction./ Genre	2,250
Non-fiction/ careers/ holiday/ folktales	5,500
Languages	500
Junior Easy (JERS)	1,000
Paperbacks	500
<i>Total</i>	<i>10,000</i>

Functional activity description

This space is designated for children in the elementary and middle school grades. Many of these young customers will use the library on a daily basis, after school until the early evening when they are picked up by their parents. The circulation collections will carry reading materials for both recreational and school assignments, a major service priority for the Library.

The collection will carry hardback fiction and non-fiction collections, paperbacks, holiday books and easy readers. Slat-wall stack end panels will provide display opportunities throughout the shelving. The collections need to be carefully arranged so that materials appropriate to each age group and reading level are properly sequenced.

Spatial relationships

The children's circulation will be adjacent to the children's computer workstations and the family reading area. It will be close to the group study area.

ADJACENT: Children's computer workstations, family reading area

CLOSE: Group study areas

Flexibility and expandability

Over time, it is possible that this space will need to expand. It should be designed with room for expansion.

Fenestration

Natural lighting is desired to provide a more pleasant setting.

Space finishes

This area will be a high-traffic area, and finishes should be durable and easily maintainable as well as stain- and mark-resistant. Materials and finishes should be child-safe and friendly.

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

Children's circulating books area will be accessible as required by ADA requirements.

Acoustics

No additional acoustical separation is necessary.

Environmental conditions (HVAC)

Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Power, data, and audiovisual communications requirements

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security requirements

No other security requirements are necessary aside from visual supervision.

Visual supervision

The stacks will be visible from the circulation desk and the customer assistance desk.

Signs

Signs should read, "Children's Collection."

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Shelving, 66" display for J new books	1 sections	12	12 sf
Shelving, 45" slanted for magazines	2 sections	12	24 sf
Wall-mounted display boards for posters etc.		0	0 sf
Seating @ 4-pl tables	8 seats	25	200 sf
Shelving, 66" for J fiction & genre	11 sections	12	132 sf
Shelving, 66" for J languages books	1 sections	12	12 sf
Shelving, 66" for J nonfiction & holidays	24 sections	12	288 sf
Shelving, 66" display for J paperbacks	2 sections	12	24 sf
Shelving, 66", for parents books	1 sections	12	12 sf
Shelving, 66", for parents magazines	0.4 sections	12	5 sf
<i>Total</i>			<i>709 sf</i>

Occupancy by staff and patrons

The children's audiovisual collection space has an occupancy range of 1-2 people.

Type and size of collections

Collection Type	Volumes
Videos/ DVD's	100
Music CD's	100
Audio books/ Books on CD	100
AV kits	100
CD Rom software	100
Total	500

Functional activity description

Children library users and their families will enter this area to find audiovisual materials. Audiovisual stations will contain CD-Roms, videos, and music collections suitable for children from the elementary to middle school age group.

Spatial relationships

The children's audiovisual collection should be adjacent to the children's collection and the children's computers. It should be close to the family reading area.

ADJACENT: Children's collection, children's computers

CLOSE: Family reading area

Flexibility and expandability

Over time, it is possible that this space will need to expand. It should be designed with room for expansion.

Fenestration

Fenestration from the Children's collection will be applicable to this area.

Space finishes

This area will be a high-traffic area, and finishes should be durable and easily maintainable as well as stain- and mark-resistant. Materials and finishes should be child-safe and friendly.

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

The children's audiovisual collection will be accessible as required by ADA requirements.

Acoustics

No additional acoustical separation is necessary.

Environmental conditions (HVAC)

Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Power, data, and audiovisual communications requirements

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security requirements

No other security requirements are necessary aside from visual supervision.

Visual supervision

The audiovisual collection will be visible from the customer assistance desk and the family reading area.

Signs

Signs should read, "Children's Audiovisual Collection."

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Shelving, 66" with 6" deep sh for videos & DVDs	0.3 sections	12	4 sf
Shelving, 66" AV browsing sh for J music CDs	0.4 sections	12	5 sf
Shelving, 66" for books on tape & CD	0.4 sections	12	5 sf
Shelving, 66" w hangup rods for AV kits	0.9 sections	12	11 sf
Shelving, 66" for CD Roms	0.4 sections	12	5 sf
<i>Total</i>			<i>30 sf</i>

Occupancy by staff and patrons

The children's picture books space has an occupancy range of 3-9 people.

Type and size of collections

Collection Type	Volumes
Picture Books/ Board Books and Junior Easy's (JES)	5,000
<i>Total</i>	<i>5,000</i>

Functional activity description

The children's space is closely tied with the family reading area. This section will serve newborns through early elementary school grades and reading for youngsters. This area must be somewhat removed from heavy traffic areas for security reasons, and be an inviting place in which young children may find picture books, read to themselves, or have stories read to them.

Spatial relationships

The children's picture books area will be adjacent to the family reading area. It will be close to the children's collection and the children's computers.

ADJACENT: Family reading area

CLOSE: Children's collection, children's computers

Flexibility and expandability

This space needs to be somewhat flexible for rearrangement, but is not planned to expand overtime.

Fenestration

The fenestration of the family reading area will apply to this space.

Space finishes

This area will be a high-traffic area, and finishes should be durable and easily maintainable as well as stain- and mark-resistant. Materials and finishes should be child-safe and friendly.

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Highly durable carpet or carpet tile

Access for the disabled

The children's picture books area will be accessible as required by ADA requirements.

Acoustics

This space should not be in a heavy traffic zone.

Environmental conditions (HVAC)

Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Power, data, and audiovisual communications requirements

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security requirements

No other security requirements are necessary aside from visual supervision.

Visual supervision

The family reading area will be visible from the customer assistance desk.

Signs

Signs should read, "Children's Picture Books."

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Seating @ 4-pl tables, round for toddlers	8 seats	25	200 sf
Seating, lounge chairs	1 seats	35	35 sf
Shelving, 45", for picture books	24 sections	12	288 sf
Shelving, 45" for easy readers	5 sections	12	60 sf
<i>Total</i>			<i>583 sf</i>

Overview

The primary function of this section is to provide space for programs, activities and events to be held within the library. The program room –should be equipped to hold meetings and group events. The room should be designed to be flexible to accommodate a variety of activities. The room should be attached to the library and should be accessible through a separate entrance after normal library hours.

Space Summary

Program Room	1,356 nsf
Program & Meeting Room Storage	72 nsf
Total	1,428 nsf

Occupancy by staff and patrons

The program room space has an occupancy range of 80-120 people.

Type and size of collections

No collections required.

Functional activity description

It is a high priority to have a space available in the library for community meetings and library sponsored programs and events as well as joint library-school programs. The room should be equipped with adjustable lighting levels and assistive listening device capabilities. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications needs.

The public entrance to the room should be located so that participants may enter and leave the room through the library lobby, or from the outside while the library is closed.

The room needs to have a movable podium, a ceiling-mounted projection screen, chair rails around the perimeter, and kitchen and refreshment preparation area.

There should be computers available for the e-learning program and the family literacy program as well as full size shelving for textbooks for homework use, literacy workbooks and other educational materials.

Spatial relationships

The program room should be located adjacent to the lobby, the restrooms, and staff workroom. It should be close to the children's section and family reading area if possible to facilitate bringing groups of children into the program room for programs.

ADJACENT: Restrooms, exterior entrance, staff workroom

CLOSE: circulation desk, children's section

Flexibility and expandability

The room should be designed with flexible furniture for easy rearrangement and removal.

Fenestration

There should be natural lighting for a more pleasant experience. Glare should be reduced as much as possible on computer screens.

Space finishes

This area will be heavily used for both library and public programs. Because this area will experience heavy use, the finishes should be attractive as well as highly-durable, graffiti- and mark- resistant, stain-resistant, and easily-maintained.

CEILING: Acoustical

WALL: Paint or other highly durable finish. This room may be equipped with wall-mounted white boards and tackable surface panels. The roll-down doors for the tutoring equipment should be

securable and durable.

FLOOR: Highly durable carpet or carpet tile. Kitchenette should have non-slip vinyl flooring

Access for the disabled

The program room will be accessible as required by ADA requirements. The space should have assistive listening device capabilities.

Acoustics

This room should be acoustically separated from all other areas of the library. In addition, the room may be designed with movable acoustical separation wall for dividing the room in two areas so that two programs may run simultaneously.

Environmental conditions (HVAC)

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division which may be open when other parts of the library are closed, and should operate independently to save energy costs. Separate temperature control is required. Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Meeting Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrances and at speaker/projection screen locations.

Power, data, and audiovisual communications requirements

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation locations. This can be wall-mounted, or located in a recessed floor box. The lectern should have tie-in capabilities to this outlet

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above the finished floor at locations that will support computer terminals, phones, or supplemental networked equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the Meeting Room.

Although the Meeting Room will be used for computer training and teaching, the computers utilized will be laptop; a wireless accommodations will be utilized, and mounting points within the room should be specified. For non-laptop workstations, such as for literacy training, the conduit/floor box or under-floor duct system should be installed to support communications cabling. To provide network connectivity for these stations, provide one single data drop per literacy workstation. This drop can be either terminated on the wall in a standard wall plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side access, with a minimum of 30" wide x 48" deep clear floor space.

Security requirements

The program room needs to be able to be securely locked after use when the library is closed. Cabinets within the kitchen prep area need to be lockable after use.

Visual supervision

The library entry to the room will be visually accessible from the staff work area and circulation desk.

Signs

Signs from within the library and in the entry plaza should read "Program Room."

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Seating: stacking chairs	80 seats	15	1,200 sf
Lightweight tables, folding, 5' x 3'	6 tables	0	0 sf
Podium	1 podium	0	0 sf
Laptop computers for e-learning computers		0	0 sf
Computers for literacy program	6 workstns	15	90 sf
Enclosed shelving, 84", for literacy workbooks, homework textbooks etc.	2 sections	8	16 sf
Screen	1 screen	0	0 sf
LCD projector	1 projector	0	0 sf
<i>Total</i>			<i>1,306 sf</i>

Occupancy by staff and patrons

The program and meeting room storage space has an occupancy range of 0 people.

Type and size of collections

No collections required.

Functional activity description

An adjacent storage room is needed for stacking chairs, foldable tables, and other program room equipment.

Spatial relationships

The storage room will be adjacent to the program room.

ADJACENT: Program room

Flexibility and expandability

The storage room does not need to be designed with expansion rearrangement in mind.

Fenestration

There should be no windows into the storage room.

Space finishes

Because of the small size, this space may have the same finishes as the program room. The flooring should be durable due to the equipment that will be moved in and out of the space.

CEILING: Acoustical

WALL: Paint or other highly durable finish

FLOOR: Vinyl flooring

Access for the disabled

The program and meeting room storage area will be accessible as required by ADA requirements.

Acoustics

No additional acoustical separation is necessary.

Environmental conditions (HVAC)

Ventilation is crucial to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider motion detectors or occupancy sensors for energy savings.

Power, data, and audiovisual communications requirements

One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security requirements

The door to the storage room should be lockable.

Visual supervision

No visual supervision is required.

Signs

A door sign should read "Program Room Storage."

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Storage space for stacking chairs & tables			62 sf
Equipment racks for meeting room AV needs	1 racks	10	10 sf
<i>Total</i>			<i>72 sf</i>

Overview

The primary function of this space is to provide sufficient space for staff as well as for telecommunications and custodial supplies.

The staff should have welcoming work spaces that allow them to perform their work duties and assignments. It should have space for effective book sorting and storage for extra bins and book trucks. The staff room should provide space and furniture for staff to take coffee breaks and have lunch. A staff restroom will be provided near the staff work area.

The telecommunications room should have enough storage space for new equipment and equipment awaiting repair.

The custodial closet will house necessary supplies and equipment for proper custodial services.

Space Summary

Staff Work Area and Returns/ Sorting /Deliveries	583 nsf
Supplies and Equipment Storage	122 nsf
Telecommunications Room	46 nsf
Staff Room	150 nsf
Staff Restroom	75 nsf
Custodial Closet and Supplies	50 nsf
Total	1,304 nsf

Occupancy by staff and patrons

The staff work and returns/sorting/deliveries space has an occupancy range of 2-8 people.

Type and size of collections

No collections required.

Functional activity description

All staff assigned to the branch will perform work duties and assignments here. One workstation will be assigned to the branch manager for their specific use. The other two workstations will be designed for common use for a variety of functions, rather than assigned to individuals. Typical duties performed here will include word processing, periodical processing, book processing procedures and collection evaluation. Each workstation will need a telephone handset, computer with keyboard, light pen and mouse pad. There will be a mail and delivery sorting counter for sorting incoming materials, which will include a fax machine, two wall-mounted bulletin boards, a white board, and four sections of full height shelving as well as staff mail slots.

The returns/sorting/delivery area will be a common use area. There will be two return slots, on the exterior of the building, enabling patrons to drop off materials 24 hours a day. The returned materials will go into 2 bins, and there will be 2 extra bins to replace the others when full. There will be a check-in workstation for processing the returned materials. Materials from the bins will be checked in through the workstation and placed on book trucks to be returned to the shelves throughout the day.

Deliveries will be handled through a separate delivery entrance into this room; the delivery door should be discreet from the exterior if near the public entrance so as to no detract from the public entrance.

The staff room should also have access to the program room so staff can monitor activities and coordinate room arrangements and activities/programs. There will also be storage shelving for programming collection and for puppets and programming props. There will be a worktable with 4 chairs for volunteers and staff with a two-door lockable supply cabinet.

Spatial relationships

It should be located close to new releases and audiovisual collections if possible because of the high circulation rate of these materials.

ADJACENT: Lobby and entrance, program room

CLOSE: new releases, audiovisual collection

Flexibility and expandability

The staff work area should be designed to allow for additional staff overtime.

Fenestration

Natural lighting should be available to make the workstations more pleasant and enjoyable. There should not be glare on any computer screens for long periods of time.

Space finishes

The floor finishes in this area must be highly durable, smooth, and non-slip and must accommodate heavy use from book trucks and staff. Corner guards must be used to protect finishes.

CEILING: Acoustical

WALL: Paint or other highly durable finish.

FLOOR: Vinyl or other durable, non-slip flooring or highly durable carpet. There should be no threshold between book return area and check-in stations, and threshold between staff room and library floor should be flat for easy maneuvering of book trucks. Workstations should be carpeted for comfort of staff. Area adjacent to materials drop slots should have waterproof flooring.

Access for the disabled

This space will be accessible as required by ADA requirements.

Acoustics

There is no need for additional acoustical separation within this space. The space will be acoustically separated from all public areas of the library.

Environmental conditions (HVAC)

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Power, data, and audiovisual communications requirements

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security requirements

The staff workroom should be lockable after hours.

Visual supervision

The staff work area should be visible from the circulation desk by staff but not by patrons.

Signs

Signs should read "Staff Work Area" for the staff area, and "Book Return Slots" for the exterior return slots.

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Workstations, modular, 8 x 8 + 20% circ space	1 wkstns	77	77 sf
Workstations, modular, 7 x 7 + 20% circ space	2 wkstns	59	118 sf
Sections full-ht shelving	4 sections	12	48 sf
Work counter, 8'x3'	1 counter	40	40 sf
Lateral files below & cabinet above	1 files	0	0 sf
Bulletin board, white board	1 boards	0	0 sf
Return bins for exterior return slots	2 bins	12	24 sf
Check-in wkstn for processing returned material	1 wkstns	50	50 sf
Book truck parking	12 trucks	8	96 sf
Extra return bins	2 bins	10	20 sf
Shelving for puppets & programming props	2 sections	10	20 sf
Shelving, 84" for programming coll	1 sections	10	10 sf
Work table w 4 chairs for volunteers/staff	1 tables	30	30 sf
Supply cabinet, 2-door, for lockable storage	1 cabinet	20	20 sf
Mail & delivery sorting counter, s/s, 6'x3', fax	1 counter	18	18 sf
Delivery tote box stacking space (16 box cap)	3 stacks	4	12 sf
Staff mail slots	12 slots	0	0 sf
<i>Total</i>			<i>583 sf</i>

Occupancy by staff and patrons

The supplies and equipment storage space has an occupancy range of 0 people.

Type and size of collections

No collections required.

Functional activity description

Office supplies, paper stock, forms and handouts, and computer and copy machine supplies will be kept in this space. In addition, the space will provide temporary storage for new equipment waiting for installation or damaged equipment waiting for repair.

Spatial relationships

The storage area should be adjacent to the staff work room and circulation desk.

ADJACENT: Staff work room

Flexibility and expandability

This space does not need to be designed for flexibility or expandability.

Fenestration

There should be no windows into this space.

Space finishes

The finishes can be minimal in this storage room.

CEILING: Acoustical tile or exposed structure

WALL: Paint

FLOOR: Vinyl or sealed concrete or other non-slip, waterproof flooring

Access for the disabled

This space will be accessible as required by ADA requirements.

Acoustics

This space does not need any acoustical separation.

Environmental conditions (HVAC)

This space will generally be a low temperature and humidity space.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Power, data, and audiovisual communications requirements

No telecommunications requirements.

Security requirements

The storage area should have a lockable door.

Visual supervision

The storage area should be visible from the staff workroom.

Signs

Signage on the door should read "Supplies and Equipment Storage."

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Shelving, 84"	6 sections	12	72 sf
Clear floor space for box storage	1 floor space	50	50 sf
<i>Total</i>			<i>122 sf</i>

Occupancy by staff and patrons

The telecommunications room has an occupancy range of 0 people.

Type and size of collections

No collections required.

Functional activity description

This space will provide a secure space for electronic and telecommunications equipment, circuitry and cabling housed at the library.

Spatial relationships

ADJACENT: Staff work room

Flexibility and expandability

It is not expected that this space will need to be expanded.

Fenestration

There should be no windows into this space.

Space finishes

Finishes in this area can be minimal.

CEILING: Acoustical

WALL: Paint

FLOOR: Vinyl or other durable, non-slip flooring or anti-static carpet.

Access for the disabled

The telecommunications room will be accessible as required by ADA requirements.

Acoustics

No Acoustical separation will be provided by enclosure of room. No additional acoustical separation is necessary.

Environmental conditions (HVAC)

This room requires separate zone with individual thermostat. Temperature to be constant at 70 to 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is

Illumination

Light levels should average 30 to 40 foot candles with 50 foot candles preferred over work surfaces. The lighting should be dimmable if possible so that the computer technicians can control the light level. Consider motion detectors or occupancy sensors for energy savings.

Power, data, and audiovisual communications requirements

Provide one standard quad communications outlet (two voice and two data). This outlet should be mounted either 6" above the work surface or at 15" above the finished floor. Provide one wall-mounted telephone connection adjacent to the equipment racks and cabinets, and one quad communications outlet (four data) co-located with associated power on each of the walls for associated hardware such as printers and servers.

Security requirements

The door to the Telecommunications room should have a lock.

Visual supervision

The space will be visible from the staff work room.

Signs

Door signage should read, "Telecommunications Room".

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Equipment racks, 7'h x 1.5'w x 2.5'd	2 racks	8	16 sf
Clear floor space	1	30	30 sf
<i>Total</i>			<i>46 sf</i>

Occupancy by staff and patrons

The staff room space has an occupancy range of 1-4 people.

Type and size of collections

No collections required.

Functional activity description

The staff room is a space for staff to use for lunch and coffee breaks. It needs to be comfortable and inviting and accessible directly from the staff workroom without requiring travel through the library's public spaces.

The staff room will offer 4 seats and a table for staff. There will be a microwave, stove, and sink on a 6' counter, with cabinets below. There will also be a full height refrigerator. There will be a bulletin board on the wall, lockers for staff's personal items, and a coat rack.

Spatial relationships

The staff room should be directly adjacent to the staff work area.

ADJACENT: Staff work area

Flexibility and expandability

The staff room does not need to be flexible or expandable in its design.

Fenestration

Natural lighting and views to landscaped areas on the exterior are both highly desirable.

Space finishes

The finishes in this area should be highly-durable and stain-resistant and easily maintained and cleaned. Finishes should be comfortable and attractive.

CEILING: Acoustical

WALL: Paint or other highly durable finish.

FLOOR: Vinyl or other durable, non-slip flooring or highly durable carpet. Kitchenette should have vinyl or other durable, non-slip hard flooring

Access for the disabled

The staff room will be accessible as required by ADA requirements.

Acoustics

This space should have acoustical separation from staff workstations.

Environmental conditions (HVAC)

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72°

to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Power, data, and audiovisual communications requirements

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Security requirements

Any entrance point into the staff room should have a lockable door.

Visual supervision

The staff room should not be visible to the public, but may have visual connection the staff work area.

Signs

No signage is required.

Required furniture and equipment

Components	Quantity	SF/Unit	Total SF
Seating @ 4-pl tables	4 seats	25	100 sf
Microwave	1 microwave	0	0 sf
Stove	1 stove	15	5 sf
Refrigerator, full height	1	20	6 sf
Sink and counter w/ cabinets	1	15	15 sf
Bulletin board	1	0	0 sf
Lockers, half-height	8 lockers	2.5	20 sf
Coat closet or coat rack @ 5' long	1 closet	0.	0 sf
Recycling containers	1	2	2 sf
Waste containers	1	2	2 sf
Total			150 sf

Occupancy by staff and patrons

The staff restroom has an occupancy range of 1 person.

Type and size of collections

No collections required.

Functional activity description

One unisex, single occupancy restroom for staff is needed, nearby but not directly adjacent to the staff work area if possible. This area should be designed for low maintenance and durability with wall mounted plumbing fixtures.

Spatial relationships

CLOSE: Staff work room

Flexibility and expandability

This space does not need to be flexible or expandable.

Fenestration

There should be no windows in this space.

Space finishes

Materials in the restroom must be easily maintained and easy to clean. All finishes must be highly durable and stain-resistant. All fixtures and surfaces should be easy to clean; sink fixture should be stainless steel or equivalent, commodes should be wall-hung. Multi-purpose dispensers should be used to reduce clutter.

CEILING: Water resistant gypsum board

WALL: Glazed ceramic tile

FLOOR: Ceramic tile

Access for the disabled

The staff restroom will be accessible as required by ADA requirements.

Acoustics

The restroom should be acoustically separated from the rest of the library and the staff area.

Environmental conditions (HVAC)

Temperature to be controlled at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Power, data, and audiovisual communications requirements

No telecommunications required.

Security requirements

The staff restroom should be inaccessible from public areas of the library.

Visual supervision

The restroom should be visible from the staff work area.

Signs

Signage should read "Staff Restroom."

Required furniture and equipment

Sink fixtures should be stainless steel or equivalent and commodes should be wall-hung. Multi-purpose dispensers should be used within the stalls to reduce clutter.

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
Unisex restroom	1		75 sf

Occupancy by staff and patrons

The custodial closet and supplies space has an occupancy range of 0 people.

Type and size of collections

No collections required.

Functional activity description

This space will house custodial and equipment necessary for storage at the library.

Spatial relationships

Custodial Closet should be near restrooms if possible, and away from public areas of library.

ADJACENT: Staff or public restrooms

Flexibility and expandability

The space does not need to be flexible or expandable.

Fenestration

There should not be any windows in this space.

Space finishes

Although finishes should be minimal, they must also be durable and water-resistant. Fixtures and surfaces should be easy to clean and stain- and rust-resistant.

CEILING: exposed structure or acoustical tile

WALL: Water-resistant paint or other finish material

FLOOR: Vinyl, concrete, or other water-resistant flooring

Access for the disabled

The custodial closet will be accessible as required by ADA requirements.

Acoustics

This space does not need any additional acoustical separation.

Environmental conditions (HVAC)

Ventilation is crucial to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Power, data, and audiovisual communications requirements

No telecommunications requirements

Security requirements

The door to the space should be locked at all times.

Visual supervision

This space will not need any visual supervision.

Signs

Signage should read "Custodial Closet."

Required furniture and equipment

<i>Components</i>	<i>Quantity</i>	<i>SF/Unit</i>	<i>Total SF</i>
None			

Section 7: Preliminary Capital Outlay Project Budget

The San Leandro Branch Libraries Master Plan developed a comprehensive project budget for each of the recommended branches. This budget includes construction, operating and maintenance costs, as well as financing options. The project costs can be broken down into two categories: *capital project budget* and *operating and maintenance budget* (which includes both personnel costs and service costs such as new collection materials and technology, utilities, custodial care, supplies, and postage). The capital project budgets are to be used by the city as a preliminary capital outlay budget.

Both of these elements are essential to the success of the project. A premier library system requires excellent materials, talented professional staff, convenient hours of operation, and facilities that support the Library's mission. A thorough analysis of the costs must address both the one-time capital funds necessary to construct or improve library buildings and the ongoing funds to maintain and operate them.

Components of the capital project budget include both hard and soft costs. Hard costs include land acquisition, demolition, renovation, new construction, site improvements, furniture, fixtures and equipment, and technology. Soft costs include design and engineering, project management, plan check, inspection and moving costs. Contingencies and escalation have been applied to both hard and soft costs.

Some costs have been excluded from the capital project budgets because they could not be clearly defined at this point in the facilities planning process, such as utility fees. These fees are nonetheless very real costs associated with development and will therefore need to be defined and incorporated into the capital budgets as the projects become better defined. The City is exempted from other costs such as special development fees. Land costs have also been excluded from the capital project budget.

The City already owns the recommended site for the new Manor Branch, so future land costs are not needed for this facility.

The approach to developing the hard costs had several built-in checkpoints. The cost models were developed by Davis, Langdon, Adamson (DLA) consultants and an estimating specialist who has experience with both construction and renovation of similarly sized branch libraries.

Budgets are comprehensive. Construction budgets are based on per square foot costs for building, landscape, and parking appropriate to public buildings of the size and type proposed and are based on traditional (design/bid/build) project delivery by a public sector entity. Furniture budgets are also based on square foot costs and are for new items to replace and augment the existing furniture. Soft costs utilize a budget of 30% of the hard costs, which includes design and engineering fees, construction management costs, and a 5% contingency. Hard costs will rise over the course of building the project and escalation is included in the budget.

The preliminary capital outlay project budget for the Manor Branch is estimated at \$4,500,000 in 2001 dollars. This budget does not include the purchase price of the recently acquired parcel as this has already been purchased and doesn't need to be included in future budgeting by the City.

NEW MANOR BRANCH LIBRARY

9,313 sf NEW MANOR BRANCH LIBRARY

Development Strategy Cost Analysis
Excluding Land Cost

9,313 GSF New Construction

Project Data

Net SF (75% gsf)	7,166 NSF
Gross SF	9,313 GSF
footprint	9,313
Construction	1 Story
New Construction	9,313 GSF
Renovation	-
% New	100%
% Renovation	0%
On-Site Parking Total	31 spaces
Surface	31 spaces
Underground	0 spaces
Deck	0 spaces
Site Area	28,560 sf
Landscape %	24%
Building %	33%
Parking %	43%
Land Budget	
Total Site Area	28,560 sf
Land Currently Owned	28,560 sf
Land to be Acquired	0 sf

Budget Data

Hard and Soft Costs

Construction Hard Costs	SF Area	Unit Cost	Project Cost
Demolition	2,200 GSF	\$10 / GSF	\$22,000
Site Utilities			\$0
New Construction - Branch Library	9,313 GSF	\$248 / GSF	\$2,309,624
Phasing Cost (5% of GSF Const)	9,313 GSF	\$12/SF	\$115,481
Stacks	9,313 GSF	\$15 / GSF	\$139,695
Surface Parking	12,400 GSF	\$10/SF	\$124,000
Hardscape	342 GSF	\$30/SF	\$10,271
Landscape	6,505 GSF	\$18/SF	\$117,084
Construction Contingency - New		15%	\$408,401
Subtotal - Construction Hard Cost			\$3,246,555

Furniture Hard Costs

FF&E	9,313 GSF	\$25 / GSF	\$232,825
Technology	9,313 GSF	\$7 / GSF	\$68,225
Furniture & Technology Contingency		15%	\$45,158
Subtotal - Furniture Hard Cost			\$346,208

Total Hard Cost Budget \$3,592,763

Design, Engineering & Const. Mgn (w/ contingency)	37%	\$1,329,322
Permits and Fees		\$25,300
Moving Costs		\$5,270
Total Soft Cost Budget		\$1,359,892

Land Costs

Land to be Acquired	0 SF	\$0
		\$0

Total Project Budget \$4,952,655

Escalation

Year	Escalation factor	Total Project Budget
2001	5%	\$5,200,288
2002	10%	\$5,447,921
2003	15%	\$5,695,553

Appendix One: Acknowledgements

Based on the planning recommendations of Kathy Page, Kathryn Page Associates determined during the Master Planning process for the San Leandro Branch Libraries with the Project Management Team as described in the *San Leandro Branch Libraries Master Plan* and the *Community Library Needs Assessment* which is part of the documentation for the application of San Leandro Public Library – Manor Community Branch Library to the *California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000*.

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Appendix Two: Summary Charts – Collection Plan

Collection Plan for Manor Community Branch Library

	Adult	Young Adult*	Children	Total
Total Book & Media Collection:				30,000
Media				3,000
Books				27,000
Books	11,000	1,000	15,000	27,000
	41%	4%	56%	
Media	2,500	na	500	3,000
	83%		17%	
Total	13,500	1,000	15,500	30,000
Books				
Reference	300			300
New/Bestsellers	1000		250	1,250
Fiction & Genre	2,000		2,250	4,250
Nonfiction/Careers/Holidays/Folktales	5,000	500	5,500	11,000
Languages	1,000		500	1,500
Large Print	500			500
Picture Bks/Board Bks + Junior Easy's (JES)			5,000	5,000
Junior Easy Readers (JERS)			1,000	1,000
Paperbacks	1,000	500	500	2,000
Parents	200			200
Total	11,000	1,000	15,000	27,000
Audiovisual Media				
Video/DVDs	1,000		100	1,100
Music CDs	750		100	850
Audio books/books on CD	750		100	850
AV Kits			100	100
CDRom Software			100	100
Total	2,500	0	500	3,000
Total Books & Media:	13,500	1,000	15,500	30,000

* Young Adult non-fiction included in Adult non-fiction numbers

Appendix Two: Summary Charts – Shelving Plan

Shelving Plan for Manor Community Branch Library									
		Items Owned	% on Shelf	Items Shld	Shelf Type	Items/LF	LF Needed	Sections Needed	SF Needed
Non-Circulating Books									
3.2	Reference Collection:	300	100%	300	72"/5sh	7	43	2.9	34
Circulating Books									
Adult Books									
2.2	New/Bestsellers	1,000	60%	600	72"/5sh	5	120	8.0	96
3.4	Fiction & Genre	2,000	65%	1,300	84"/6sh	8	163	9.0	108
3.4	Nonfiction	5,000	70%	3,500	84"/6sh	8	438	24.3	292
3.4	Languages	1,000	60%	600	84"/6sh	10	60	3.3	40
3.4	Large Print	500	75%	375	72"/5sh	8	47	3.1	38
3.4	Paperbacks	1,000	60%	600	72"/5sh	10	60	4.0	48
4.2	Parents' Collection	200	75%	150	66"/5sh	8	19	1.3	15
	Total Adult Books	11,000		6,375			767	43.8	526
Teen Books									
3.5	Paperbacks	500	50%	250	72"/5sh	10	25	1.7	20
3.4	Nonfiction (shelved w/ ANF)	500	70%	350	72"/6sh	8	44	2.4	29
	Total Teen Books	1,000		600			69	4.1	49
Children's Books:									
4.2	New Books	250	65%	163	66"/5sh	10	16	1.1	13
4.2	Fiction & Genre	2,250	75%	1,688	66"/5sh	10	169	11.3	135
4.2	Nonfiction (& Holidays)	5,500	65%	3,575	66"/5sh	10	358	23.8	286
4.2	Languages	500	65%	325	66"/5sh	15	22	1.4	17
4.4	Picture Bks/Folktales/Board Bks	5,000	65%	3,250	45"/3sh	15	217	24.1	289
4.4	Easy Readers	1,000	65%	650	45"/3sh	15	43	4.8	58
4.2	Paperbacks	500	60%	300	66"/5sh	10	30	2.0	24
	Total Children's Books	15,000		9,788			838	67.4	809
	Total Book Collection:	27,000		16,763			1,674	115.3	1,384
Notes: All shelves are 3 ft long, each section is single-sided, calculated at @12 square feet									
Audiovisual Media									
Adult/Teen Media:									
2.3	Video/DVDs	1,000	50%	500	66"/5sh	12	42	2.8	33
2.3	Music CDs	750	65%	488	66"/AV browse	20	24	1.6	20
2.3	Books on CD & Tape/Lang Learning	750	65%	488	66"/5sh	12	41	2.7	33
	Total Adult/Teen Media:	2,500		1,475			107	7.1	85
Children's Media:									
4.3	Video/DVDs	100	50%	50	66"/5sh	12	4	0.3	3
4.3	Music CDs	100	65%	65	66"/AV browse	20	3	0.4	4
4.3	Books on CD & Tape	100	75%	75	66"/5sh	12	6	0.4	5
4.3	AV Kits	100	66%	66	66"/AV hangup	8	8	0.9	11
4.3	CDRom software	100	50%	50	66"/5sh	8	6	0.4	5
	Total Children's Media:	500		306			28	2	29
	Total Media Collection:	3,000		1,781			135	10	114
	Total Books & Media:	30,000		18,844			1,851	128	1,532
Magazines & Nsp's Displayed									
3.8	Adult English Lang Magazine Display	60 titles	100%	60	72"/5sh	1.0	60	4.0	48
3.8	Adult English Lang Magazine Backfile	100 pambox	100%	100	72"/5sh	2.3	43	2.9	35
3.8	Adult English Lang Newspapers	6 titles	100%	6	72"/5sh	0.67	9	0.5	6
3.5	Teen Magazines & Comics	15 titles	100%	15	84"/6 sh	1.0	15	0.8	10
4.2	Children's English Lang Magazines	15 titles	100%	15	66"/5sh	1.0	15	1.7	20
4.2	Children's Parents' Magazines	6 titles	100%	6	66"/5sh	1.0	6	0.4	5
	Total Mag & Nsp Display:	104 titles		104	& 100 pam boxes		148	10.3	124
	Total Linear & Square Ft Needed:						2,000	138.0	1,656

Appendix Two: Summary Charts – Seating Plan

Seating Plan for Manor Community Branch Library						
Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Reader Seating:						
For Adults						
3.4	Adult Circulating Books	4-place tables, rectangular	4	16	25	400
3.4	Adult Circulating Books	lounge chairs	0	4	35	140
3.8	Magazines & Newspapers	lounge chairs	0	4	35	140
3.8	Magazines & Newspapers	4-place tables, rectangular	1	4	25	100
Adult Seating subtotal:				28		780
For Children						
4.2	Children's Circulating Books	4-place tables, rectangular	2	8	25	200
4.4	Picture Books	4-place tables, round	2	8	22	176
4.4	Picture Books	lounge chair	0	1	35	35
Children's Seating subtotal:				17		411
Reader Seating subtotal:				45		1191
	Space	Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Reader Seating:						
For Adults						
3.4	Adult Circulating Books	4-place tables, rectangular	4	16	25	400
3.4	Adult Circulating Books	lounge chairs	0	4	35	140
3.8	Magazines & Newspapers	lounge chairs	0	4	35	140
3.8	Magazines & Newspapers	4-place tables, rectangular	1	4	25	100
Adult Seating subtotal:				28		780
For Children						
4.2	Children's Circulating Books	4-place tables, rectangular	2	8	25	200
4.4	Picture Books	4-place tables, round	2	8	22	176
4.4	Picture Books	lounge chair	0	1	35	35
Children's Seating subtotal:				17		411
Special Seating						
	Group Study	80 seats				
Reader Seating subtotal:				45		1191

Appendix Two: Summary Charts – Technology Plan

Technology Plan for Manor Community Branch Library						
	Space	Equipment Type	Table	Units	SF/ Seat	SF Needed
General Access Computers						
3.1	Customer Assistance Desk	stand-up computer	2	2	16	32
3.3	Public Computers	sitdown computer wkstr	6	6	35	210
3.4	Adult Circulating Books	stand-up computer	2	2	16	32
4.1	Computers for Children	sitdown computer wkstr	6	6	35	210
	Computers for Children	stand-up computer	4	4	35	140
	General Computers subtotal		20	20		624
Program Room Computers						
3.15	E-Learning Laptops	laptops used at tables	4	20	35	700
	Literacy Computers	built-in seating	6	6	15	90
	Program Room subtotal		10	26	50	790
2.1	Express Checkout	express checkout station	2	2	45	90
3.9	Copy Machine	copy machine	1	1	45	45
	Misc. machine subtotal:		3	3		135
Printers						
3.3	Public Computers	networked printers	3	3	12	36
4.1	Computers for Children	networked printers	3	3	12	36
	Printers subtotal:		6	6		72
	Total Public Computers:			20		
	Total Program Computers:			26		
Total Dedicated Technology Area:						831